

Green Valley Justice Court
601 N. La Canada Dr., Green Valley, AZ 85614

Public Records Request

The Arizona Judicial Branch is pleased to offer Public Access – Case Search to Court Case Information, at www.azcourts.gov; a valuable online service providing a resource for information about court cases from 153 out of 180 courts in Arizona, including the Green Valley Justice Court. Note: A public Library is in walking distance.

Arizona Code of Judicial Administration, Section 1-605(D) (2) (b) states, "Requestor will not use or sell data for the purpose of commercial solicitation of any individual named in the data.

Pursuant to ARS 38-421(B), alteration or removal of documents from the court file or removal of the file from the courthouse is a Class 6 felony punishable by fine, imprisonment or both.

PURSUANT TO RULE 29, RULES OF THE SUPREME COURT, AND THE RECORDS RETENTION AND DISPOSITION SCHEDULE FOR USE BY LIMITED JURISDICTION COURTS, ARIZONA CODE OF JUDICIAL ADMINISTRATION 4-302, A.R.S. 12-771 AND 12-772, SOME RECORDS MAY NOT BE AVAILABLE DUE TO DESTRUCTION.

Record Request Fee is \$25.00 per name/case number up to five and an additional \$25.00 for every five thereafter. The first \$25.00 fees must be paid at the time of filing this Public Records Request. If more than five name/cases are retrieved, additional fees shall be collected after search is completed. Copy fee is .50 cents per page.

Requestor's Name (Print Legibly) _____

Contact Telephone Number(s) _____

Address _____

City, State, Zip Code _____

Plaintiff/Defendant Name _____

Date of Birth _____

Case Number(s) *Note: If you do not provide a specific case number(s) you will be charged \$25.00 for every 5 cases that are retrieved. Example: If 1 to 5 cases are retrieved, you will be charged \$25.00. But, if 40 cases are retrieved, you will be charged \$200.00).*

Non-Commercial Purpose Commercial/Solicitation Purpose
For what **commercial purpose** will you use this information (please explain in detail)?

Under provisions of ARS § 39-121, Public Records Law, I am requesting that the Green Valley Justice Court provide the requested public records to me, as authorized by law.

Requestor Signature _____

Date _____

All requests for public records will be processed as soon as possible but no later than five business days. Per Rule 123 of the Arizona Supreme Court all "**confidential**" or "**closed**" documents will be removed prior to viewing a case file. If copies are requested, the clerk will redact any "confidential" information prior to release.

For Court Staff Only

Located file(s) Processed by: _____ Date: _____

Unable to locate file Notified Requestor: Telephone call (date/time) _____ In person

Request Denied pursuant to ACJA, Section 1-605 and Arizona Supreme Court Rule 123. You are entitled to an administrative review of this court's denial. The administrative review must be filed with the court in writing within 10 business days from the date denied. The presiding judge will make a decision and you will be notified within 10 business days from the date of request.

Processed by: _____ Date: _____
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