

Green Valley Justice Court  
601 N. La Cañada Drive Tucson, Arizona 85701  
Telephone (520) 648-0658 / FAX (520) 648-2235

**Public Records Request**

All requests for public records will be processed as soon as possible but no later than three 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 a list of applicable fees refer to the Courts Fee Schedule.**

\_\_\_\_\_  
Name (Print Legibly)

\_\_\_\_\_  
Today’s Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Plaintiff/Defendant Name

\_\_\_\_\_  
Contact Telephone Number(s)

Records request fee is \$25.00 per name or case number (up to five names/cases). An additional \$25.00 for each additional five names/cases will be charged thereafter. The fee(s) must be paid at the time of filing this Records Request. Copy fee is set at .50 cents per page.

\_\_\_\_\_  
Case Number

- Non-Commercial Purpose       Commercial/Solicitation Purpose       Superior Court ID Case

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 A.R.S. §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. In addition, pursuant to Rule 29, Rules of the Supreme Court, and the Retention and Disposition Schedule for use by limited Jurisdiction court, Arizona Code of Judicial Administration 4-302, A.R.S. §12-771 and A.R.S. §12-772, some records **may** not be available due to destruction.

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 release the requested public records to me, as authorized by law.

\_\_\_\_\_  
Requestor Signature

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**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: \_\_\_\_\_

Total Applicable Fees: \$ \_\_\_\_\_       PAID