

# Twelfth Judicial District Court

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## RECORDS REQUEST

Name of Requesting Party: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### DESCRIPTION OF RECORDS:

#### Case Information

Plaintiff: \_\_\_\_\_ Defendant: \_\_\_\_\_

Case No.: \_\_\_\_\_ Year Case Filed: \_\_\_\_\_

Case Type (Criminal, Divorce, Name Change, etc.): \_\_\_\_\_

#### For Documents (Orders, Judgments, Final Decrees, etc.)

If you are unsure what documents you need please search at <https://caselookup.nmcourts.gov/>

Title of Document: \_\_\_\_\_

Date Filed: \_\_\_\_\_  Copy  Certified  Exemplified  E-mail

Title of Document: \_\_\_\_\_

Date Filed: \_\_\_\_\_  Copy  Certified  Exemplified  E-mail

Title of Document: \_\_\_\_\_

Date Filed: \_\_\_\_\_  Copy  Certified  Exemplified  E-mail

#### For Audio Recordings

Check Format:  FTR (Requires FREE FTR Player)  Windows Media (Computer)  MP3 (Car or/ CD Player)

Purpose of Hearing (e.g. Trial): \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Purpose of Hearing: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Purpose of Hearing: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Costs	For Court Use Only:		
	Description	Quantity	Cost
<b>Copies</b> – 0.35 per page	No. of Pages		
<b>Certified Copy</b> – \$0.35 per page, plus \$1.50 certification fee per document	Certifications		
<b>Exemplification</b> – \$0.35 per page, plus \$4.50 per exemplification	Exemplifications		
<b>CD for Audio Recordings</b> – \$4.00 per CD (one CD per hearing)	CDs		
<b>E-mail</b> - No Charge	<b>Total</b>		