

THIRTEENTH JUDICIAL DISTRICT COURT

Valencia County P.O. Box 1089 Los Lunas, NM 87031
 Fax: 505-865-8801 or lludissuedocs@nmcourts.gov
 Sandoval County P.O. Box 600 Bernalillo, NM 87004
 Fax: 505-867-2376 or berdissuedocs@nmcourts.gov
 Cibola County P.O. Box 758, Grants, NM 87020 F
 Fax: 505-285-5755 or gradcounter@nmcourts.gov

COPY REQUEST FORM
COPY REQUEST FOR PAPER/MICROFILM COPIES AND AUDIO CD'S CAN TAKE UP TO TEN (10) BUSINESS DAYS.
For transcript request see below

REQUEST DATE: _____

REQUESTING PARTY

Name: _____ **Phone #:** _____
Address: _____ **City, State, Zip:** _____

CASE INFORMATION

Select Case Type:

Civil Family (Divorce, etc.)
 Criminal Probate
 Juvenile Domestic Violence
 Other
 Sequestered case (Guardianship, Adoption, etc.)
(ID will need to be verified)
 Verified ID: Yes or No

Case Number(s):

Case Date Range:
(for cases without case numbers)

Party Name(s): *(as listed when case was filed)*
 Plaintiff/Petitioner: _____
 Defendant/Respondent: _____
 Other Names/Information: _____
 DOB (Criminal Cases): _____

DOCUMENT(S) & TYPE OF COPY

Document Name:	Copy Only y/n	Certified y/n	# of Copies

TRANSCRIPTS
 Court Reporter: _____

DATE(S) OF HEARING:

IF REQUESTING ENTIRE FILE, PRE PAYMENT MAY BE REQUIRED

AUDIO CD:
 Date(s) of Hearing(s): _____ **Assigned Judge/Hearing Officer:** _____

IF REQUESTING TRANSCRIPTS
 The court reporter will call you with an estimated time that it will take to prepare the transcripts and to make arrangements with you. They will also let you know the cost of the transcript being prepared.

FEES

- Copies \$0.35 per page _____
- Microfilm \$0.50 per page _____
- Certification \$1.50 (per certification) _____
- Searches \$2.50 (per name) _____

- Audio CD \$4.00 (per CD) _____
- Postage (current rates) _____
- **Transcript cost: (per court reporter)**

WE ACCEPT CASH or MONEY ORDER PAYMENTS FOR THE EXACT AMOUNT OR CREDIT CARDS

OFFICE USE ONLY

TOTAL: _____ DATE CALLED: _____ PROCESSED BY: _____ PAID Yes or No