

Pima County Consolidated Justice Court  
240 N. Stone Avenue Tucson, Arizona 85701

Public Records Request

**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.

**Requestors/Your Information:**

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

\_\_\_\_\_  
Address

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

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

**Party Information/Who you are inquiring about:**

\_\_\_\_\_  
Name (Print Legibly)       Same as Requestor

\_\_\_\_\_  
Date of Birth                      Drivers License Number

\_\_\_\_\_  
Case Number(s)/Citation Numbers(s)/Complaint Number(s)

\_\_\_\_\_  
What document(s) are you requesting?

Commercial/Solicitation Purpose (For Profit)

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 Pima County Consolidated Justice Courts release the requested public records to me, as authorized by law.

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

\_\_\_\_\_  
Date

**For a listing of all applicable fees, refer to Records Unit Customer Service Fee Schedule JP90C**

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.

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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: \_\_\_\_\_

**Applicable Fees: \$** \_\_\_\_\_