

PIMA COUNTY CONSOLIDATED JUSTICE COURT

240 N. Stone Avenue, Tucson, AZ 85701 (520) 724-3171

Public Records Request Instructions

Pima County Consolidated Justice Court follows Arizona Supreme Court Rule 123, *Access to the Judicial Records of the State of Arizona* for all public documents and records requests. Pursuant to Rule 123, all confidential documents and specific closed information will be removed or redacted prior to viewing a case file. Information to be redacted includes, but is not limited to, health records, Social Security numbers, and financial account numbers.

Pursuant to Rule 29, Arizona Rules of the Supreme Court, and Section 4-302 of the Arizona Code of Judicial Administration for Limited Jurisdiction Courts, some records may not be available due to destruction.

How to File a Request:

A request may be filed in person or by mail by utilizing the court's Public Records Request Form or by submitting a request online: www.jp.pima.gov/OnlineRecordsRequest/Default.aspx.

A person submitting a public records request must affirm that the public record is not for a commercial purpose. If the request is for a commercial purpose, the requesting person must provide a statement explaining the intended use. The court will process a request within five business days.

Media/Research/Data: Media, research and data requests should be directed to the court's Community Relations Coordinator at JPMediaRelations@sc.pima.gov.

Fees:

Fees are assessed pursuant to Rule 123, Arizona Rules of the Supreme Court, A.R.S. 22-281, and Section 4-303 of the Arizona Code of Judicial Administration.

Copies	\$ 00.50 per page
Certification of Any Document	\$33.00
A Letter <ul style="list-style-type: none">• Outlining case information (party identifiers, charge(s), disposition information, and case status)• Stating that no record was found for the information provided by the requester.• Stating that a case has been purged (case number must be provided by the requester).	\$33.00 (non-certified) \$66.00 (certified)
A request for a commercial purpose	\$3.00 per case

For a complete list of fees, see *JP90C-Records Fee Schedule*

Fee Exemptions:

- A. A fee shall not be charged to any of the following (A.R.S. 12-304):
1. The state, a county, a city, a town or a political subdivision of a county.
 2. A commission, board or department of the state, a county, a city, a town or a political subdivision of a county.
 3. An official of the state, county, city, town or political subdivision of a county, who is a party to an action in his official capacity.
- B. No fee shall be charged to any federal (including military) agency.

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Public Records Request Form

Requestor/Your information:

Name

Business/Agency Name (if applicable)

Email Address

Address

City, State, Zip Code

Contact Telephone Number(s)

Party information/Who you are inquiring about:

Name

☐ Same as Requestor

Date of Birth

Driver's License Number

Case/Citation/Complaint Number(s)

Requested Documents?

☐ Citation ☐ Summons/Complaint

☐ Motion Date of Motion: _____

☐ Judgment ☐ Sentencing Minute Entry/Order

☐ Plea Agreement

Other: _____

☐ Non-Commercial

☐ Copy(ies) (.50 cents per page)

☐ Commercial

☐ Certified Copy (\$33.00 per document)

(Per Supreme Court Rule 123, *Commercial Purpose* means the use of a public record for the purpose of sale or resale, the sale to another for the purpose of solicitation, or any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain.)

As required by Rule 123, I certify that the commercial purpose and specific use intended for the records requested is:

If Non-Commercial: I certify that the information I have provided is true and correct and that the records requested will be used solely for non-commercial purposes. I understand penalties will apply for the misuse of such records. I accept full responsibility for the use or transmission of the data received in actual or altered form.

If Commercial: I certify that the information I have provided is true and correct. I accept full responsibility for the interpretation, use, or transmission of the data received in actual or altered form.

I understand and agree that the Pima County Consolidated Justice Court does not guarantee the accuracy of the information requested, and I will not hold the Court liable for inaccurate or incomplete information received.

A.R.S. § 38-421(B) directs that 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 the guidelines of Rule 123, I am requesting Pima County Consolidated Justice Court release the requested public records to me.

Requestor Signature

Date

Court Records Fees: In general, costs may include a per-page copy fee, a computer disc fee, a fee for certification, and, for commercial requesters, a search fee. Some of these costs are outlined on *Records Unit Customer Service Fee Schedule JP90C*. Other charges may pertain to records or reports requiring extensive research or staff time and an estimate will be provided and agreed upon before work commences. Most requests will be processed within five business days.

For Court Staff Only

☐ Located file(s)/record ☐ Unable to locate file/record

Processed by: _____ Date: _____

Notified Requestor (date/time) _____ Via ☐ Telephone call ☐ E-mail ☐ Mail ☐ In-person

Applicable Fees: \$ _____

☐ **Request denied** under Rule 123 (f)(4). Under Rule 123(f)(5) you are entitled to a review of this denial, which must be filed in writing with the court within 10 business days of the denial date. The presiding judge shall issue a final decision no later than 10 business days from the date the written request for review was received.

I have been provided a copy of this request and denial.

Processed by: _____ Date: _____

Requestor Signature: _____ Date: _____