



Fountain Hills Municipal Court

16705 E. Avenue of the Fountains, Fountain Hills, AZ 85268 • (480) 816-5103

municipalcourt@fountainhillsaz.gov • www.fountainhillsaz.gov/Court

Records Request

Pursuant to Rule 123, Rules of the Supreme Court, all court records are open to the public unless they are marked “Closed” or “Confidential,” which means that members of the public may not inspect, obtain copies of, or otherwise have access to such records unless authorized by law. Municipal Courts shall retain records according to the retention schedule set forth in the Arizona Code of Judicial Administration §4-302; records that have been purged within the guidelines of the retention schedule may not be available.

Fees Pursuant to A.R.S. §22-404:

- Minimum Clerk Fee – \$17.00 apply to all requests
- Copy Fees – .50 ¢ per page, if applicable
- Certification Fee – \$17.00 per each certification, in addition to minimum clerk and copy fees
- Audio Fee – \$17.00 per audio CD. Not all court proceedings have audio recording available.

Payments:

Payments may be made in the form of money order, check, major credit card, or cash. Cash payments are only accepted in person. A charge of \$30.00 will be assessed on all return payments. Payment must be received prior to releasing your records. **Do not submit pre-payment for record requests.**

Government Agencies:

Government agencies are exempt from mandated fees; however, requests must be submitted on official letterhead for fees to be waived.

The Court processes records requests in the order they are received, and processing time is **5-7 business days**. A clerk will contact you when your records are available.

Instructions for Filing a Records Request Form

- 1) Complete all necessary information on the form.
- 2) Save the form and file it with the Court.

If filing by email:

Attach the completed form and send to municipalcourt@fountainhillsaz.gov.

Only Word and PDF documents will be accepted. Photos (.jpeg or other photo files) will not be accepted.

If filing by mail:

Mail the completed form to Fountain Hills Municipal Court, 16705 E. Avenue of the Fountains, Fountain Hills, Arizona 85268.

If filing in person:

Bring the completed form to the Court, wait for a Clerk to assist you or you may place your filing in the drop box.

It is the filer's responsibility to ensure the Court is in receipt of your filing. All responses will be sent via USPS mail to the last address on file.



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Table with 4 columns: VIEW ONLY, COPIES ONLY, AUDIO CD'S, CERTIFICATION. Includes fees and notes for each option.

Delivery Preference: (If no delivery method is marked, the court will assume it is for pick-up)

- Delivery options: Emailed, Mailed, Faxed, Pick-Up.

Plaintiff/Defendant Information:

Form for Plaintiff/Defendant Information including fields for Name, DOB, and SSN.

Case(s) Information:

Form for Case(s) Information with two rows for Case #, Complaint #, Date of Incident, and Type of Charge.

Requested Document(s):

- List of requested documents: Complaint, Sentencing Documents, MVD Abstract, Notice of Appearance, Waiver of Counsel, Sentence and Judgment form, Receipt Summary, No Record Found Letter, Other.

Requestor Information:

Form for Requestor Information including Name, Address, City, State, Zip, and Daytime Phone.

Best contact number: (Calls are made during normal business hours)

I certify that the specific use of these documents is for personal non-commercial use.

By signing or by electronic submission, I acknowledge that payment must be paid in full prior to the court releasing records.

Requestor Signature and Date fields.

COURT USE ONLY:

Table for Court Use Only with columns for Service and Amount Charged, including Clerk fee, Copy fee, Audio CD's, and Certification fee.

CC Initials, Date Received, CC Initials completed, Date Completed.