

Information for Public Requests to View Files

- To view a case file, go to the Court district where the case was filed and/or heard. Go to the Document Control unit in the larger districts. In the smaller districts you may need to go to the clerk's window for assistance.
- Some files and documents are confidential by statute. Please have your driver's license or some other government issued photo identification to show the clerk. The clerk will verify that you are a party authorized to view the file or document.
- You will need to complete a Request to View Court Case File form to assist the clerk in locating the file for you. Find the form here: [Request To View File Form](#)
- Older files may be housed in an off-site Court Records Center. The clerk will have to order the file for you and it will be delivered to the Court district to view. Please allow up to a week for the file to be delivered.
- A customer may view no more than five files at a time.
- There is no limit to how many files a customer can view in a day.
- Professional researchers may request twenty-five files at a time to research.
- Please note: It is against the law to steal, remove, secrete, destroy, mutilate, deface, alter or falsify court records. When viewing files you may not remove files from the designated area and control of the clerk. You may not remove documents from the file.
- To purchase copies of documents from the file it is fifty cents per side of page copied. Do not remove the documents from the file. Paper clips are provided for you to clip to each page or group of pages you want copied. Return the file to the clerk to have copies made. A large amount of copying will take time. A work order will be completed, the fees calculated and you will be asked to pay for the copies at the time of the order. The clerk will tell you when the copy order will be ready for pick up or you may provide a self-addressed, stamped envelope for mailing.
- If you cannot come in person, you can send a request by mail to the district where the file is located. Include as much information about the case as you can including names, case number, date of filing and list what documents you would like copied. Enclose a self-addressed stamped envelope for the return of the copies or the clerk will charge you for the envelope and postage. You will need to contact the Court district to get an estimate of the fees for copying and/or certification and information on how to pay those fees.
- Juvenile Delinquency and Dependency cases have special requirements for viewing due to the confidentiality of these cases. Access to juvenile court case files is strictly limited by the provisions of Welfare and Institutions Code Sections 827-827.10. All parties requesting to view a juvenile case file must show identification as proof that they have standing as a party in that case or that they are attorney of record. All others must complete and file form JV-570 Request for Disclosure of Juvenile Case File.