



**STATE OF NEW MEXICO
SECOND JUDICIAL DISTRICT
Office of the Clerk of Court**

Court Case Records Request

General Information			
Your Name:		Date:	
Mailing Address:			
Phone:		Email:	
Government Agency Name:			
Attorney/Media/Business Name:			

Case Information			
Plaintiff Name:		Defendant Name:	
Case No.:		Year Case Filed:	
Type of Case (criminal, divorce, name change, etc.):			

For Documents (Orders, Judgments, Final Decrees, etc.)				
<input type="checkbox"/> Check if you would like to receive a copy of the entire court case file (If you check this box, you do not need to identify the documents and dates below).				
Title of Document:				
Date Filed:		<input type="checkbox"/> Copy	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Exemplified Copy
Title of Document:				
Date Filed:		<input type="checkbox"/> Copy	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Exemplified Copy
Title of Document:				
Date Filed:		<input type="checkbox"/> Copy	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Exemplified Copy
Title of Document:				
Date Filed:		<input type="checkbox"/> Copy	<input type="checkbox"/> Certified Copy	<input type="checkbox"/> Exemplified Copy

For Audio Recordings			
Check Format:	<input type="checkbox"/> FTR (Requires FREE FTR Player)		<input type="checkbox"/> CD player music
Date of Hearing:		Hearing Description (ex: trial, child support):	
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Log Notes

Copies of Admitted Exhibits

Costs	For Court Use Only:		
Copies – \$0.35 per page Certified Copy – \$0.35 per page, plus \$1.50 certification fee per document Exemplification – \$0.35 per page, plus \$4.50 per exemplification CD's – \$4.00 each <input type="checkbox"/> Check if Government Agency request	Description	Quantity	Cost
	No. of Pages		
	Certifications		
	Exemplifications		
	CD's		
	Total		