

Fort Collins Municipal  
Request for Court Records

Return:

In Person: 215 N Mason St, Fort Collins, CO  
By Mail: PO Box 580, Ft Collins, CO 80522-0580  
Email: court@fcgov.com

**MUST INCLUDE COPY OF GOVERNMENT ISSUED PHOTO ID!**

I, \_\_\_\_\_, request to inspect the Record(s)  
of Official Action identified below.  
Date of Request: \_\_\_\_\_

Please select one of the following options for type of record to be received:  
*There is a minimum fee of \$5.00 per record.*

- Electronic Computer Case Registry Printout
- Copy of Official Paper Record (including copy of citation and disposition information)

**The following information is needed to identify the correct record.**

Case or citation #: \_\_\_\_\_

Defendant name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Requestor's Information:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

According to Colorado Revised Statute 24-72-305.5, records of official action, criminal justice records, or the names, addresses, telephone numbers, and other information in such records shall not be used by any person for the purpose of soliciting business for pecuniary gain. A violation of this section subjects you to misdemeanor charges and upon conviction, a fine of \$100 or 90 days in jail or both.

**Limitations on Juvenile Records will apply.**

I affirm that I will not use the records, or any portion of the records requested for the purpose of soliciting business for pecuniary gain.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Will pick up

Fax to: \_\_\_\_\_

\*If you have any questions please contact the

Mail to: \_\_\_\_\_

Court at 970.221.6800 or court@fcgov.com\*

E-mail: \_\_\_\_\_

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**For Official Use Only**

I.D. Verified  Yes  No      Number of pages released \_\_\_\_\_

Record Released  Yes  No      Total \$ Amount Charged \_\_\_\_\_

No Record Found       Date Paid: \_\_\_\_\_

Record Release Denied  – Attach Denial form.

If not immediately available: date will be available \_\_\_\_\_ Clerk Initials: \_\_\_\_\_