

**SUPERIOR COURT OF CALIFORNIA, COUNTY OF ORANGE
RECORDS MANAGEMENT**

VIEWING FILES, COPY REQUESTS, CASE SUMMARY

Small Claims - Specific Actions of \$7,500 and under
Limited Civil - Actions of \$25,000 and under
Unlimited Civil - Actions over \$25,000

VIEWING FILES

Most Unlimited Civil actions may be reviewed from the computers located at the Central Justice Center, Room D-100. Limited Civil and Small Claims actions are found in the local Justice Centers. To locate the Justice Center of a specific action, see the form entitled, "Venue Table."

File Request Cards are available at each Justice Center. **Review of file is dependent upon availability of the file.** Older files may be stored off-site and take several days before being delivered to the Court. If the file must be delivered to the Court, the clerk will notify you upon receipt of the file. Check with the clerk for local practice.

PHOTO IDENTIFICATION

You must deposit a valid photo identification card with the clerk in order to view files.

FILE, IMAGE FILE, OR REGISTER OF ACTIONS (CASE SUMMARY) COPY REQUESTS

- Complete the form: Copy Request
- Fee required: \$0.50 per page
- Additional fee required to certify any documents.

REQUEST FOR COPIES BY MAIL

Provide the Court with the following information:

- Case number.
- Name of plaintiff/petitioner or defendant/respondent.
- Name of document and date of filing, if known. Please be specific.
- Check made payable to the "Clerk of the Court."
If the document is 20 pages or less, write "not to exceed \$25.00" below the amount line of your check. The correct amount will be filled in and you will receive a receipt with the copies.
- Include your name, address, and telephone number, and include a 9" x 12" self-addressed, stamped envelope. Postage will be added to your check if postage is insufficient.

For additional information, see the following Court Information Sheets:

- File Retention Time Frames ■ Venue Table