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| NORTHGLENN MUNICIPAL COURT, ADAMS COUNTY, STATE OF COLORADOCourt Address: 50 W. Community Center DriveNorthglenn, Colorado 80234Phone Number: 303-450-8701Fax Number: 303-450-8758**Plaintiff:** People of the City of Northglenn by and onBehalf of the People of the State of Coloradovs.**Defendant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **▲ COURT USE ONLY ▲** |
| **Case/Citation Number:**  |
| **RECORDS REQUEST Pursuant to C.R.S. § 24-72-304, 24-72-305 and 24-72-306**  |

Please complete the request for records as completely as possible. Incomplete information may be insufficient for retrieval of the requested record. The Clerk of Court can restrict access to court files or portions of court files by authority granted in the Colorado Revised Statutes/Rules, Supreme Court Rules, Municipal court administrative orders/directives, and any other applicable legal authorities.

**ORDERING PARTY INFORMATION**

Party requesting records (PRINT):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Information Requested:**

* Summons and Complaint
* Disposition/Plea Agreement
* Sentencing Summary
* Register of Action
* Motions/Pleadings
* Minute Orders/Judge’s Notes
* Court Orders
* Other:

Under Colorado law, 18-8-114 C.R.S. (2010), It is a Class 1 Misdemeanor for any person to knowingly make a false entry or alter any public record or to destroy, mutilate, conceal, remove, or impair the availability of any public record. “Public Record” includes all official, books, papers, or records created, received, or used by any governmental office or agency. I understand that according to C.R.S 24-72-305.5, I am prohibited from using these records for the purpose of soliciting business or pecuniary gain.

I understand that records will be provided at the rate of $0.25/page, $0.75/color photo and $8.00/USB drive. I understand that payment must be made prior to discovery being provided

Signature of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Court Use Only**

**PROCESSING FEES AND INFORMATION**

Research and Retrieval Fee: $30.00/hour

After the first hour of time has been spent researching and recovering the requested information, the Court will charge $30.00/hour. $\_\_\_\_\_\_\_\_\_\_

USB Drive: $8.00 $\_\_\_\_\_\_\_\_\_\_

Copy Fee: $0.25 per each standard page. Number of Pages: \_\_\_\_\_\_\_\_\_\_ x $0.25 (double-sided = 2 copies) $\_\_\_\_\_\_\_\_\_\_

 $0.75 per color photo. Number of Photos: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ x $0.75 $\_\_\_\_\_\_\_\_\_\_

Certified Copy: $20.00 $\_\_\_\_\_\_\_\_\_\_

 \***TOTAL AMOUNT DUE: $\_\_\_\_\_\_\_\_\_\_**

\*Upon **full** payment of processing fees, the court clerk’s office will process your request and notify you of the date, time and location where the items requested can be inspected and/or picked up. Should less time be required you shall receive a refund; however, if more time is required you will be required to pay an additional research and retrieval charge.

Approved ❑ Denied ❑ by: Date:

 Presiding Municipal Judge

No Such Record Exists ❑ Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provided by: Date: