Clerk of the Superior Court
Cochise County, Arizona

REQUEST FOR RECORDS

Revised 2/23/2026

Complete this form and submit to the Clerk's office via

- Mail: PO Box CK, Bisbee, AZ 85603
- Email: CochiseCountyResearch@courts.az.gov
- In Person: 100 Quality Hill, Bisbee AZ, OR 100 Colonia de Salud, Suite 200, Sierra Vista, AZ

Please refer to the attached Court Records Request Policy for additional information.

REQUESTOR INFORMATION

NAME: _____

ORGANIZATION: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

DESCRIPTION OF INFORMATION REQUESTED

Please be as specific as possible. Include record type, case number, party name(s), date, etc.

☐ I need the document(s) CERTIFIED ($35.00 fee per certification). *NOTE: Certified documents cannot be emailed.*

☐ I just want to examine the records.

☐ I want the document(s) mailed to me at my mailing address. I understand that shipping and handling fees will apply.

☐ I want the document(s) emailed to me at my email address.

☐ I wish to pick up the document(s) at the Courthouse. I understand that I will receive an email or telephone call informing me when the document(s) is ready.

Pursuant to Rule 123, Rule of the Supreme Court of Arizona, I certify that the requested records:

☐ Will NOT be used for commercial purposes.

☐ Will be used for the following Commercial Purpose(s):

_____

Office of the Clerk of the Superior Court
Cochise County, Arizona

COURT RECORDS REQUESTS POLICY

Revised 1/26/2025 by R Gray

Court records must be open and accessible to the public, with limited exceptions, in accordance with the Rules of the Supreme Court. This policy has been established to uniformly comply with requests for information contained in court records.

Pursuant to A.R.S. § 12-284E, the Clerk may assess fees for research in locating a document (per year or source researched). There will be no charge assessed for requests for non-commercial purposes that include a case number and are accessible in the Clerk's Case Management System (AJACS). Current fees for other services are listed in Attachment A.

Persons requesting court information may be referred to the Public Access or eAccess websites available through the Supreme Court Website (https://www.azcourts.gov/).

Requests for court records must be submitted in writing. Customers may use a Request for Court Records form. This form can be obtained at any Clerk's office location or through our website (Requesting Copies of Court Documents | Cochise County, AZ).

All requests will be satisfied within a reasonable amount of time, generally no more than 10 business days, depending on the immediate availability of the records. Pursuant to Rule 29(C), Rules of the Supreme Court of Arizona, all records searches are subject to the availability of the record in accordance with the Supreme Court Records Retention and Disposition Schedule.

The following will be exempt from fees:

- The state, a county, city or town or political subdivision of a county
- A commission, board or department of the state, a county, a city, a town or a political
  subdivision of a county
- An official of the state, county, city, town or political subdivision of a county, who is a party to an action in his official capacity
- Court appointed attorneys
- Requests for copies to be used in connection with a claim for benefits that will be presented to a bureau or department of the United States (A.R.S. § 39-122)

ATTACHMENT A

FEES FOR COPIES

- $.50 per page for all copies whether requested in paper or by email
- $6.00 fee per media device when the information requested is copied to media. This fee is in addition to any research fees involved.

CERTIFIED DOCUMENTS

- $35.00 + $.50 per page for each certified document
- $35.00 for a certified letter verifying information either exists or does not exist

RESEARCH FEES

- $35.00 Research Fee – If no case number is provided or the information is not located in the Clerk's Case Management System (AJACS) and requires a search for a physical file.
- Additional $35.00 Research Fee (per year or per source) – If the requested information consists of more than one year, an additional $35.00 research fee may be charged per year or per source.
- Probate Searches will be addressed as a single search per name. If a customer provides several names to be researched, a $35.00 fee may be charged for each name requested.

AUDIO RECORDINGS

- $35.00 + $6.00 for the cost of the media – If no Court Reporter was present in a hearing and an audio recording is ordered to be the official record, customers may request a copy of that recording.

POSTAGE AND HANDLING

- $8.00 if mailing is requested. If postage/shipping costs are higher, the customer will be charged the actual shipping costs. The customer may also provide appropriate shipping labels or shipping account number if they are requesting FedEx or other specialized shipping service.

REQUESTS FOR COPIES FOR COMMERCIAL PURPOSES (A.R.S. § 39-121.03)

- $35.00 + $.50 per page for each document