

Case No. \_\_\_\_\_

**REQUEST FOR ACCESS TO COURT RECORD**

*You must submit this form to the Court where the record is filed*

Name of Person Requesting Record: \_\_\_\_\_

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

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

Mailing Address: \_\_\_\_\_

**Information Regarding Case Record Requested:**

Case Name: \_\_\_\_\_

Case Type: \_\_\_\_\_

**Information Requested:**

- Entire File
  - Audio Recording of Hearing *(please include date/time)* \_\_\_\_\_
  - Specific Documents *(please list)*
- |  |  |  |
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If this request is time sensitive, please state the reason: \_\_\_\_\_

If this request is for certified or exemplified copy(s), please indicate one of the following options:

- Electronic Certification/Exemplification** – *may be delivered via email, but may not meet requirements of certain agencies and jurisdictions*
- Hard Copy (Paper) Document(s)** – *includes raised/embossed seal and original signatures, requires pickup or delivery via USPS*

Requested delivery method:     Email             Mail             Pickup from Courthouse

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Requestor*

For any records you request, you must provide the Court with a self-addressed stamped envelope.

**Appeal Process:** Pursuant to the Rules for Public Access to Court Records Rule 6(h), an appeal may be filed to the Presiding Judge. To file an appeal, use form 600-00032 – Notice of Appeal of Decision on Access to Court Records and submit it to the court where the record is filed.

Copies of documents will be provided at \$.25/page, minimum of \$1.00 [32 V.S.A. §1751(b)(1)(B)]. Retrieval cost for files at The Records Center is \$7.50, payable in advance [1 V.S.A. §316(d) and (e)]. If it takes more than 30 minutes of research \$ .33 per minute [1 V.S.A. §316(d) and (e); Uniform Fee Schedule. The court has 3 *business days* to produce a record for inspection or to provide written certification if a record is deemed exempt from inspection [1 V.S.A. §318(2)]. In certain circumstances, the time for responding may be extended to no more than 10 business days from the date of the request. 1 V.S.A. § 318(a)(5).  
The cost of a Rewritable CD with case is \$2.31 as per 1 V.S.A. § 316(d)(2003).