NAPA SUPERIOR COURT
825 Brown Street
Napa, CA 94559
(707) 299-1140

CIVIL RECORD AND FILE SEARCH REQUEST
GC 70627(c) records or files

The fee for a search of records or files conducted by a court employee that requires more than 10 minutes is fifteen dollars ($15.00) for each search pursuant to GC 70627(c).

- All requests received in the mail must be accompanied by a Visa or MasterCard
- All requests must include a self-addressed stamped envelope
- All copies are $.50 per page, pursuant to GC 70627(a)
- All certified copies are $25.00 pursuant to Section GC 70626(a)(4)
- All certified copies of dissolution judgments are $15.00 pursuant to GC 70674(a).

I hereby authorize Napa Superior Court to charge my ☐ Visa or ☐ MasterCard

Card No. _____-_____-_____-_____ Expiration Date _____ CVV Code _____

Cardholder's Name (*as it appears on card*) _____

Cardholder's Address (*billing address*) _____

Mailing Address (*if different than billing address*) _____

Signature (*authorization for payment*) _____

In order to assist us with your search, please provide as much information as possible:

Name _____
(*enter the name you wish to be searched*)

Case number _____ Approximate filing date _____

Search between _____ and _____
(*enter date*) (*enter date*)

Information requested:
☐ Copies - Please specify the document(s) you are requesting

_____ _____
_____ _____
_____ _____

☐ Certified Copies
☐ Other _____

Search Results:
☐ No Records Found
☐ Case Located; Case No. _____
☐ Comments: _____

Please provide the following contact information:

Name: _____ Daytime Telephone No.: _____

Files pulled for viewing will be held at the Clerk's Office in the Historic Courthouse, Civil Division, for 10 days from notification. After 10 days, the files will be returned to archive and a new search fee will be required.