

### Instructions for submitting a Request for Records

1. **Complete PART A:** Requestor Information. All fields are required. You must check a box next to the preferred method of delivery. Be sure to include the fax number or email address if you choose one of those options. \*Mail will require an additional postage cost assessed upon completion of the request.
2. **Complete PART B:** Information Requested. If the records being sought are for the same person who filled out the requestor information in Part A check the box and it is not necessary to put the name and date of birth again. In order to provide you with complete and accurate records a date of birth and a list of any and all hyphenated names and aliases are required. If you know case numbers and/or charges please list them in the fields provided. It is very important to check the box Yes if you need CERTIFIED\* copies; otherwise check no. (\*Certified copies MUST be mailed or picked up only.) Read the certification statement, then sign and date the form.
3. **PART C:** A deposit of \$16.00 may be required at the time a request for records is submitted. If the defendant has only 1 case with the court and that is all that is being provided and the research and processing of the request takes less than 15 minutes there is no charge. For requests that take longer than 30 minutes to complete and/or have more than 10 pages to copy you will be charged additional fee(s) at the time you pick up your request or before we mail them out to you. This information is found in Part C of the form. You may include \$16 by mail in a check, money order or cashier's check. You may also fax the completed request and call or make a payment on-line with a credit card after you have faxed the request. You can make a payment by credit card by visiting [www.salina-ks.gov](http://www.salina-ks.gov) or call 1(844) 546-9369. (**Credit card fees will apply**). Any additional balance due for copies, postage or research will be due immediately at the time of pick up and before mailing the records.
4. Pursuant to the City of Salina's open records policy (Code Chapter 2, Article VIII), when a request and deposit is received the Court will make every attempt to provide the records within 72 business hours; in the event additional time is needed the Court will notify the requesting party. If you are picking up the records they will be held and available for pick up for thirty (30) days from the date of completion.