

Arvada Municipal Court Administrative Fees Schedule for Criminal Justice Records Requests

All requests for Municipal Court records must be made in writing. Written requests for records will be accepted by mail, email, facsimile, or in person. Nor search for records will begin until the appropriate fees or estimated fees have been paid. Fees are non-refundable except in accordance with the Court's "Rules and Regulations related to Public Access to Criminal Justice Records," which may be found as a PDF link at <https://arvada.org/city-hall/transparency/records-request>

Requests for a Court Records Check ("Disposition" or "Name" search)
 Search, Retrieval, and Production by Court Staff \$ 5.00

Requests for other Court Case (Criminal Justice) Records
 Research, Search, Retrieval, Review, and Production by Court Staff \$ 25.00/hr
 (no charge for the first hour)

Review by Senior Attorney Staff \$ 50.00/hr
 (billed in ¼ hour increments)

Additional Fees

Duplication Fees

Black and White Photocopy	\$.25/page
Color Photocopy	\$.50/page
Audio Recording	
(\$10 deposit required. Please allow up to 14 days from time of request.)	
Materials and Equipment	\$ 5.00
Labor Costs (billed in ¼ hour increments)	\$20.00/hr

Court Transcripts

Transcripts are prepared by an outside firm (\$250 deposit required) Actual Cost
 (please allow 3-5 days from time of request)

Document Certification \$ 2.00