

# DISCOVERY / RECORDS REQUEST

DATE OF REQUEST: \_\_\_\_\_

NAME OF REQUESTOR(Please print): \_\_\_\_\_

ADDRESS OF REQUESTOR: \_\_\_\_\_

CITY \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DAYTIME PHONE NUMBER OF REQUESTOR: \_\_\_\_\_

NAME OF TICKETED INDIVIDUAL: \_\_\_\_\_

ADDRESS OF TICKETED INDIVIDUAL: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

TYPE OF OFFENSE: \_\_\_\_\_

CITATION #: \_\_\_\_\_

OFFICER TAPE #: \_\_\_\_\_ OFFICER VEHICLE #: \_\_\_\_\_

DATE OF OFFENSE: \_\_\_\_\_ TIME OF OFFENSE: \_\_\_\_\_

LOCATION OF OFFENSE: \_\_\_\_\_

OFFICER NAME AND BADGE NUMBER: \_\_\_\_\_

PLEASE DESCRIBE THE INFORMATION OR RECORDS THAT YOU ARE REQUESTING: (If you are requesting a copy of video, please include a license plate number and description of the vehicle involved in the ticket):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fees: \$3.00 per DVD

\_\_\_\_\_  
Court Personnel

\_\_\_\_\_  
Date

Delivered To:

\_\_\_\_\_  
Records Personnel

\_\_\_\_\_  
Date