

IN THE JUSTICE COURT OF RECORD  
CITY OF GREAT FALLS, COUNTY OF CASCADE, STATE OF MONTANA  
BEFORE THE JUSTICE OF THE PEACE

**ALL RECORDS MUST BE PREPAID**

**Request for Records Search**

Cost: **\$10.00**  
**\$5.00** Specific year  
**\$5.00** Per file to view

*\* Searches for aliases will be charged as a separate search.*  
*\*\* Searches for criminal/traffic and civil cases will be charged as separate searches.*

Requests will not be processed until payment is received and can take up to five business days.

Search results will include 1) case name, 2) cause number, 3) date complaint/ticket issued or filed, 4) case status or disposition, or will indicate if no record found. Requests for copies of documents must be made separately on the appropriate form.

Name: (First) \_\_\_\_\_ (MI) \_\_\_\_ (Last) \_\_\_\_\_ DOB: \_\_\_\_\_  
(First) \_\_\_\_\_ (MI) \_\_\_\_ (Last) \_\_\_\_\_ DOB: \_\_\_\_\_  
(First) \_\_\_\_\_ (MI) \_\_\_\_ (Last) \_\_\_\_\_ DOB: \_\_\_\_\_  
(First) \_\_\_\_\_ (MI) \_\_\_\_ (Last) \_\_\_\_\_ DOB: \_\_\_\_\_  
(First) \_\_\_\_\_ (MI) \_\_\_\_ (Last) \_\_\_\_\_ DOB: \_\_\_\_\_

Type of search requested: (check all that apply)

- Search for Criminal/Traffic
- Search for Civil
- Specific year \_\_\_\_\_ (\$5)
- Specific year \_\_\_\_\_ (\$5)

Request delivery by:  Mail  Courthouse box (attorneys only)  call for pick up  
 Fax (additional charge of \$1.00 per page)

\_\_\_\_\_  
Name of Requesting party  
Date of request \_\_\_\_\_, 20\_\_\_\_  
Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_  
(ZIP) \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

Justice Court Staff Use Only  
Fee required: \$ \_\_\_\_\_  
Fee paid  \_\_\_\_\_, 20\_\_\_\_  
Result provided \_\_\_/\_\_\_/20\_\_\_ by:  
 mail/box  pick up by party  
\_\_\_\_\_  
Justice Court Clerk