

**Request for Copies/Tapes/CDs
 12th Judicial District Court
 1000 New York Avenue, Alamogordo, NM 88310
 575/437-7310 Ext. 110
 Fax: 575/434-8886
 E-Mail: aladresearch@nmcourts.gov**

Date Received: _____

Date Completed: _____

Date paid in full: _____

Requesting Party	
Mailing Address	
E-mail Address	
Telephone	
Party Names on Pleading at time of filing	
Case Number or Year filed	
Specific documents to be copied	
Tape Request (hearing date, jury trial, etc.)	
CD Request (hearing date; jury trial, etc.)	
CD Playback Format: Note: CD Player Music Format may require multiple CD's.	FTR Computer format <input type="checkbox"/> (Requires <u>Free</u> FTR player) CD Player music format <input type="checkbox"/>

___ Certified (\$1.50)

___ Photocopy (.35 per page)

___ Exemplified (\$4.50)

___ Tapes (\$4.00 each)

___ Postage Due \$ _____

___ CDs (\$4.00 each)

Total Amount Due: \$ _____

The total amount due must be paid in advance by Cash, Money Order, or Cashier's Check made payable to the 12th Judicial District Court. We do not accept personal checks or credit cards. Upon receipt of payment, your request will be processed.

You have requested to inspect court records pursuant to the Inspection of Public Records Act. By law, this notice is to be given within 15 days of receipt of your request. The following applies to your request.

___ The requested records have been determined to be confidential in whole or in part. Only portions not found to be confidential are available to you.

___ The requested records are not immediately available.

___ The request is extremely burdensome or broad. Additional time will be required to provide these records. Estimated Completion Date: _____

___ The requested records are not available at this court.