



Court Records Request Form

Idaho Public Records Act- Idaho Code 9-337 to 9-348
allows three (3) working day to fill this request

Madison County Court
159 E Main Street
Rexburg, Idaho 83440
Fax 208-346-8247
madisoncourts@madison.idcourts.gov

Date: _____ Time: _____

Name: _____ Phone Number: _____

Mailing Address: _____

E-mail Address: _____ Case Type: _____

I am requesting a copy or to examine certain records for _____

Madison County Case Number: _____ Is the record sealed? ____ Yes ____ No

Material requested and reason for request:

Relationship to case / parties: _____

Date of Request: _____ Signature of Requesting Party: _____

****Please indicate how you wish to receive the requested pleadings:** ____ Mail ____ E-mail ____ Pick-up

+++++

Information for Requester

- The cost is **\$1.00 per page** and **\$1.00 per certification**. The Clerk will review the pleadings and indicate the total cost which must be paid prior to receiving the requested pleadings.
 - If the documentation is mailed to you, there may be an additional mailing fee.
- Additional time may be necessary to locate or retrieve the requested record. You should receive a response **no later than ten (10) working days following the date of your request**.
- If the Madison County Courts are not the custodian of this request record, you will be contacted.
- Your request could be denied if certain information has been determined to be exempt from disclosure pursuant to Idaho Court Administrative Rule 32.

+++++

Response

- ☐ **Request Granted:** The requested record is attached/available.
- ☐ **Request Denied:** The requested record is exempt from disclosure pursuant to Idaho Court Administrative Rule 32.

Magistrate/District Judge (Required if sealed records are requested)

Date: _____