

**OFFICE OF THE DISTRICT ATTORNEY**

Jefferson and Gilpin Counties  
Peter A. Weir, District Attorney



**REQUEST FOR CRIMINAL JUSTICE RECORDS.**

Pursuant to C.R.S. 24-72-301 et.seq.

PERSON REQUESTING: \_\_\_\_\_

PHONE #: \_\_\_\_\_ AGENCY(if applicable): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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

DEFENDANT'S NAME: \_\_\_\_\_ (Required)

CASE NUMBER(S): \_\_\_\_\_ (Required)

**RELATIONSHIP TO CASE AND REASON FOR REQUEST:** Be very specific, otherwise request will not be processed

**SPECIFY DOCUMENTS AND/OR MATERIALS BEING REQUESTED:** Be very specific.

SIGNATURE: \_\_\_\_\_

**CHARGES: IF THERE IS A FEE, IT MUST BE PAID UP FRONT AND PAID BY CORPORATE CHECK OR MONEY ORDER MADE OUT TO JEFFERSON COUNTY.** Fees may include a \$25 fee for retrieving files stored off-site; \$0.25 fee per printed or scanned page; \$15 per disc for media; and if time needed to fulfill the request exceeds one hour a reasonable hourly rate may be assessed. There may also be an additional fee if significant redaction is required.

PLEASE BE AWARE THAT THE DISTRICT ATTORNEY'S OFFICE IS NOT REQUIRED TO MANIPULATE DATE FROM THE FORM IN WHICH IT IS KEPT.

**ALL AREAS MUST BE COMPLETED BEFORE PROCESSING**

To submit this form, please email to [prussel@jeffco.us](mailto:prussel@jeffco.us) or mail to Pam Russell at 500 Jefferson County Parkway, Golden, CO 80401, 303-271-6905.