



Bonner County Clerk's Office

Michael W. Rosedale
Clerk/Auditor/Recorder
215 S. First Avenue
Sandpoint, ID 83864
208-265-1432
Email: clerks@bonner.idcourts.gov

Date Received : \_\_\_\_\_
Clerk Initials: \_\_\_\_\_

PUBLIC RECORDS REQUEST FORM
(please print)

Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_
Case No. \_\_\_\_\_ Case Name: \_\_\_\_\_

(Ex: Civil Case: Smith v. Jones, Estate of Smith, etc. OR Criminal: Defendant's Name)

[ ] Audio of court proceedings Date / Hearing Type \_\_\_\_\_
Select One ONLY [ ] Request Audio on Flash Drive [ ] Request Audio Electronically Transferred (mp3 format only)
[ ] Court transcript (must already be part of the file) Date / Hearing Type \_\_\_\_\_
[ ] Documents requested: \_\_\_\_\_
[ ] Certified documents: \_\_\_\_\_
Number of certified copies of the above certified documents requested \_\_\_\_\_

Select how you want to receive the documents: [ ] Email; [ ] US Mail; [ ] Call me to pick up

Notice of Response Timelines and Fees:

Fees are lawfully charged pursuant to Idaho Code § 31-3201 and Administrative Order H23-DW.1:

Pursuant to Idaho Code §74-102(10)(b), If the request is for more than 100 pages, includes records from which non-public information must be deleted, or the request exceeds two person hours, an additional fee may be charged.

Response Timelines (Idaho Code § 74-103(2)):

Response is due for Residents within three (3) working days; Non-Residents within twenty-one (21) working days.
If more time is needed, written notice will extend the deadline for Residents to ten (10) working days; Non-Residents thirty-five (35) working days.

THIS SECTION TO BE COMPLETED BY CLERK'S OFFICE STAFF

Table with 3 columns: Description, Amount, and Fee. Rows include: Fee for requested copies, For certification and seal of copies, Postage and Handling Fee (Standard, Large, Email, Flash Drive), Storage Retrieval Fee.

Clerk Initials: \_\_\_\_\_ Date Storage Fees Paid: \_\_\_\_\_
Audio Recording: \$10.00 per 8gb Flash Drive or Electronic Transfer \$ \_\_\_\_\_
Credit Card Processing Fee (3.5%) \$ \_\_\_\_\_
TOTAL BALANCE DUE \$ \_\_\_\_\_
Clerk Initials: \_\_\_\_\_ Date Balance Due Paid: \_\_\_\_\_
Clerk Initials: \_\_\_\_\_ Date Requestor Notified Ready for Pick up: \_\_\_\_\_

[ ] Request Delayed: Resident-ten (10) working days; Non-Resident-thirty-five (35) working days.
Delay Notification Delivered to Requestor on \_\_\_\_\_ by \_\_\_\_\_, Deputy Clerk
[ ] Request Denied: [ ] Non Payment; [ ] Other: \_\_\_\_\_ on \_\_\_\_\_ by \_\_\_\_\_, Deputy Clerk
[ ] Request Granted Delivered to Requestor on \_\_\_\_\_ by \_\_\_\_\_, Deputy Clerk
[ ] Picked up [ ] Mailed, US Mail [ ] E-mailed [ ] Audio Electronically Transferred [ ] County Interoffice Mail

MONTH/YEAR OF REQUEST:

CASE NUMBER AND NAME: