

**FLATHEAD COUNTY JUSTICE COURT**

920 South Main Street, Suite 210

Kalispell, MT 59901

406-758-5643

**REQUEST FOR RECORDS SEARCH**

Date of request: \_\_\_\_\_

Name of person making request: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Background Check Request-\$25.00** (per name)

Full name of person to search: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Last First Middle  
Last 4 of SSN: \_\_\_\_\_

Last known address: \_\_\_\_\_

Specific search request: \_\_\_\_\_  
List Any Specific Offenses To Be Searched Or Period Of Time

**Court Recording-\$25.00**

Case number: \_\_\_\_\_

Hearing date(s): \_\_\_\_\_

Return results via:  Mail  Email  Pickup at Justice Court

---

**COURT ACTION**

Date received: \_\_\_\_\_ Amount received with request \$ \_\_\_\_\_  
Cash/Check/CC

Search performed by: \_\_\_\_\_ Date of search: \_\_\_\_\_

Date requestor notified or copies sent: \_\_\_\_\_

**SEARCH RESULTS**

- No records found for this individual
- Public Justice Court information found and attached
- No search conducted - missing prepayment of search fee

**FEES FOR RECORDS SEARCH**

Searches will be conducted within ten (10) business days of receipt. **A flat fee of \$25.00 per name will be charged for searching records. This fee must be paid in advance.** Copies of search results will be provided at no additional fee. Requested records will be retained for ten business days and then will be destroyed if not picked up.