

FLATHEAD COUNTY JUSTICE COURT

935 1st Ave West
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.