



City of Greeley Municipal Court  
1001 11th Avenue  
Greeley, CO 80631  
(970) 350-9230  
Fax (970) 350-9231

Application for release of criminal justice records.  
All criminal justice records requests need to be submitted 72 hours in advance.  
Photo ID must be provided when requesting and picking up records.

Date: \_\_\_\_\_

Person Requesting: \_\_\_\_\_

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

**Fees:**

\$.50 to mail or fax criminal justice records/copies/dispositions

\$4.00 search fee for criminal justice records & dispositions

\$.25 per page

\$20 certified copy fee

\$10 search fee for transcripts + actual costs of \$3.00 per page, \$3.75 per page if expedited

*\*Transcripts take 30 days to process; therefore, anything less than 30 days is expedited.*

**Total cost \$**\_\_\_\_\_

**The contents of the City of Greeley Municipal Court file are not complete discovery for your case. The file does not typically include police reports, books, papers, documents, photographs, tangible objects, etc., that are within the prosecution's possession and control as governed by Colorado Municipal Rule of Procedure 216. Please contact the Greeley City Attorney's Office and/or the City of Greeley Police Department records department to obtain complete discovery in this matter.**