



*Records request processes vary by county. Check court website for county-specific information.*

Court Executive Officer  
Superior Court of California  
County of Calaveras  
400 Government Center Drive  
San Andreas, CA 95249

Dear \_\_\_\_\_,

I am writing to request court records for use in client screening for eligibility for legal services provided through my organization, OneJustice. Below please find the case information and documents requested:

**Case Number:**

**Defendant:**

**Date Filed:**

**Documents Requested:**

- Complaint – 10/17/2017
- Minute Order – 11/16/2017
- Minutes or Other Documents re: Arraignment – 11/17/2017
- Minute Order, Plea Form, or Other Documents re: Legal Rights, Plea, & Sentence – 11/17/2017

I am including a check with a limit of \$30 and a self-addressed and stamped envelope to receive these documents, if available, by mail.

Please contact me with any questions or issues with this request. I can be reached at [phone number] or [email].

Thank you,

Attorney Name  
SBN: