

**CNMI SUPERIOR COURT**  
**CLERK OF COURT**

**Instructions for Requesting Records**

Superior Court Clerk of Court **cannot** perform research on a case over the telephone. To obtain copies or information from a court case file, please send a completed RECORDS REQUEST FORM, which is available on the Superior Court Clerk of Court’s web page.

Requests that come in by mail must have a self addressed return envelope and money order payable to the “CNMI Treasury.” For all family court request, a copy of a valid identification (for example, a driver’s license or passport) is required.

The person requesting the record (the “requestor”) must indicate the name of the Party or Parties in the case and must provide the year the case was filed. The entire record request form must be filled out; the process may take longer if information is missing.

The processing time for mail request is 10 to 14 business days. Large requests, or requests that require research, may take longer to process. A deposit may be required in advance.

Requestors located in the CNMI must bring by or send their requests to the Clerk of Court. The fax number is (670) 236-9743.

Please be aware that if you do not provide a case number or any reference to your case, the research may take longer than usual and a fee of \$20.00 per hour may be included on your invoice.

**FEES : Pursuant to Administrative Order 2017-ADM-003-MS**

Research Fee - \$20.00 per hour (a minimum of \$20.00 will be charged for research performed)
Plain Copies - \$1.00 per page
Certified Copies - \$25.00 per document
Authenticated Copies - \$30.00

**Please indicate the type of copies you are requesting. If it’s not specified in the request, plain copies will be sent to the requestor.**

# CNMI SUPERIOR COURT

CLERK OF COURT

P.O. BOX 500307CK

SAIPAN, MP 96950

Phone #: (670) 236-9700 Fax #: (670) 236-9743

[www.justice.gov.mp](http://www.justice.gov.mp)

## Records Request

Requestor's Name: \_\_\_\_\_

Requestor's Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

Send Documents to me by:  E-Mail  U.S. Mail

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### DOCUMENTS NEEDED FROM CASE FILE:

Petition, Complaint, Charging Documents  Judgment and Order

Decree: Dissolution/Divorce  Dismissal

Satisfaction of Judgment

Motion: \_\_\_\_\_

Order: \_\_\_\_\_

Other Documents: \_\_\_\_\_

Other Documents: \_\_\_\_\_

**FEES** – Please select the type of copies or service requested below. Refer to the fee section on the Instruction for Requesting Records.

Plain copies (\$1.00 per page)  Certified copies (\$20.00)

Authenticated copies (\$30.00)

Research fee (\$20.00 per hour)