For your protection and privacy, press the Clear This Form button on the last page after printing.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address):	*FOR COURT USE ONLY*
TELEPHONE NO.: FAX NO.(Optional): EMAIL ADDRESS (Optional): ATTORNEY FOR (Name):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN DIEGO CENTRAL DIVISION, CENTRAL COURTHOUSE, 1100 UNION ST., SAN DIEGO, CA 92101	
IN THE MATTER OF ☐ CONSERVATORSHIP ☐ GUARDIANSHIP ☐ TRUST ☐ ESTATE ☐ OTHER:	
REQUEST FOR COPIES (PROBATE)	CASE NUMBER

This form is to be used to request copy(ies) of non-confidential document(s). Fees will be charged in accordance with the court's Fee Schedule (SDSC Form #ADM-001). Please note that certified/exemplified copy(ies) carry additional fees. Also, to obtain a copy of a will/codicil, a certified or informational copy of the decedent's death certificate must be attached.

Mail/In-Person: A check, money order, or Credit Card Payment (Confidential) (SDSC Form #ADM-253) must be submitted, along with a self-addressed and stamped envelope to return your copy(ies). If the number of pages being requested is unknown, write *Not to exceed $ _____* on the memo line of check/money order or above the "Amount to be Charged" section of the Credit Card Payment (Confidential) (SDSC Form #ADM-253).

Electronic: If submitting electronically, through one of the court's approved e-filing service providers ("EFSP"), fees will be charged to the credit card on file with the EFSP. Copies of deposited wills/codicils (ex: D12345) cannot be obtained electronically. Exemplified documents will be returned via mail to the address listed above.

This form is not to be used for a records search. Probate record searches can be conducted on the court's website at www.sdcourt.ca.gov (see "Access Court Records").

Document(s) requested (additional pages may be attached, if needed):

Document Name	Date Filed	ROA #	Certification Requested
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☐ Exemplification is requested for all of the documents listed above and in any attachment(s).
☐ Approved Order on Court Fee Waiver (JC Form #FW-003/FW-003-GC) filed: _____.

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