



**GLADSTONE MUNICIPAL COURT  
PUBLIC RECORDS REQUEST**

18505 Portland Ave, Gladstone, OR 97027  
Phone: (503)557-2772 Fax: (503)650-8938  
[municourt@gladstoneoregon.us](mailto:municourt@gladstoneoregon.us)

(Please print or type, except for your signature)

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

Please supply as much information as possible to ensure accuracy when filing your request:

Case Number: \_\_\_\_\_ Date of Occurrence (approximate if unknown) \_\_\_\_\_

Name on Record: \_\_\_\_\_  
Last First Middle AKA

Date of Birth: \_\_\_\_\_ Oregon Driver's Number: \_\_\_\_\_

**Type of Record**

**Record Request**

Misdemeanor

Copy of Disposition

Ordinance violation

Copy of Disposition and Complaint

Violation

Copy of whole file

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

Certified copy of any of the above

Number of Copies \_\_\_\_\_

**Requestor's Information**

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

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

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check # \_\_\_\_\_ Amount of Check: \_\_\_\_\_

**FEES**

Please submit a check to cover the cost of copying, certifying and researching. If you do not know the exact amount of the copies to be made, send a blank check made payable to the "Gladstone Municipal Court" and in the memo line, write "Not to Exceed" and an amount you believe will cover the cost of the copies. Records staff will then fill-in the exact amount and send the receipt, along with the copies, in the self-addressed stamped envelope you have provided for that purpose. **Copy fee is .25¢ per page** (double sided is two pages), **Certified copies are \$5.00 per certification, Research fee \$41.00 per hour** (any file in storage.)

**SELF ADDRESSED STAMPED ENVELOPE**

Please include a self addressed stamped envelope that is large enough to hold the documents you have requested.

- State law does not require us to create new public records to respond to a request.
- State law does not require us to create new information using our computer programs or to create a new program to extract data in our computers in a manner you request.
- State law does not require us to develop or acquire new or additional software or programs to retrieve information you request.
- State law gives priority to our regular duties. It does not require us to provide records by a deadline you set. We process requests in the order we receive them. We try to respond promptly, but state law does not require us to interrupt our regular duties to respond to records requests. Staffing shortages and other circumstances or research requirements may delay a response. We will notify you of an estimated time if fulfilling your request will take longer than 20 business days.
- State and federal law requires or allows us to keep some information and records confidential.
- **Per Oregon State Archives Record Retention Schedule; Misdemeanor records are purged 10 years after the last action on the case. Violations are purged 5 years after the last action on the case.**