

How to obtain Certified Case Prints

Once your case is concluded and you have been convicted, we will ask you for a certified case print. This document consists of all the information that pertains to your case and your conviction including items that were dismissed or changed. It can be called different names such as “case report” or “case summary” but it is all basically the same information.

You want to request this from the clerk in the Records Department of the courthouse where you were tried. Be sure to have the clerk “certify” the document. This means that you want the clerk to stamp the report with the official seal from the Superior Court. We will not accept your case print without it being certified! Also, the clerk will have the documents stapled together; if you take the staple off for any reason, you will have voided that official seal and we will not accept it!

Case prints for older convictions may only be available at the county’s main courthouse.

There have been some cases in which a clerk has denied the request to release a certified case print. In those cases, you must ask the clerk if they will certify each Minute Order of the case. If the clerk will certify the Minute Orders, you will still have to obtain the case print. In that situation you will have certified minute order(s) and an uncertified case print.

Each court house does things differently, yet they all offer case prints and Minute Orders. (This is true for RivCo & San Berdoo courts; San Diego courts will only give Minute Orders) It is their prerogative as to which documents they will certify. Some courts will charge you per page and per stamp.

If you obtain the case print, there will only be one stamp, most likely on the (back of the) last page. If you can only obtain Minute Orders (and a regular case print), each Minute Order will have to be stamped. There is a minute order created each time something significant occurred in court – whether you were there or not.

How to obtain an Arresting Officer’s Report

The Arresting Officer’s Report (AOR) can be obtained by going to the Records Bureau of the police department that arrested you. If it is a very recent arrest and your case has not yet been decided, you may be able to obtain your AOR from the actual station where the arresting officer worked. It will be several pages long and will show exactly how many pages it consists of. This packet will also be stapled together, and taking the staple off will void the authenticity of the packet -- we will not accept it!

Note: Should you wish to have copies of these reports, please do not take them apart yourself! We are more than happy to make copies for you. Remember, if you un-staple anything, we will not accept it.

Please call our office if you have any further questions. We are here to help.