

**EUGENE MUNICIPAL COURT**  
**Public Records Request Information**

- When responding to a public records request, the Eugene Municipal Court complies with state law and the City's adopted public records policy and adopted fee schedule.
- Oregon Revised Statutes (ORS) 192.440(4) authorizes the City to charge fees associated with public records requests. The fees charged by the Eugene Municipal Court are established by Administrative Order No. 21-05-06-F.
- Effective July 1, 2017, all public records requests including those to view a current case must be submitted in writing.
- Upon receipt of a written public records request, the City will provide the requester with a written receipt of the request in accordance with state law.
- Documents responsive to requests for current cases and cases dispositioned in 2009, 2010 or 2011 will normally be available within 3 working days (not including weekends or holidays).
- Documents responsive to requests for cases dispositioned in 2008 or before will normally be available within 3-7 working days (not including weekends or holidays).
- Case files dispositioned in 2008 or before have been purged and are no longer available. The Eugene Municipal Court maintains records in our system for ten years for all misdemeanor charges, and five years for all violations past the closing date of the case. A letter with this information is available upon request if documentation is needed.
- Requests that require City staff to follow up with the requester to identify what is being requested may incur a research fee at \$51.67 per hour (with a 30 minute minimum).
- The City will not release records responsive a public records request until the requester has paid the required fees.
- The City will not release any records or information when disclosure is prohibited or restricted by federal or state law. Pursuant to ORS 192.502(8), prior to releasing any records, the City will redact information that has been deemed confidential by federal law, including social security numbers and protected health information obtained by a covered entities. Pursuant to ORS 192.502(9)(a), the City will redact information that has been deemed confidential by state law, including driver's license numbers.

For further information regarding the City of Eugene's Public Records Request Policy and Fee Schedule refer to Administrative Order Nos. 21-05-06-F and 21-04-01. This information can be obtained at the City of Eugene web site ([www.eugene-or.gov](http://www.eugene-or.gov)) or by contacting the City Recorder at 541-682-5042.

## EUGENE MUNICIPAL COURT PUBLIC RECORDS REQUEST FORM

Completed requests may be faxed to 541-682-5417, mailed or submitted at the front counter. You may also submit a records request by completing the Public Records Request Form located at the Municipal Court web site: <https://www.eugene-or.gov/municipalcourt>. When mailing, e-mailing or faxing a request, if you have an e-mail address to which we can send confirmation that we received your request, please provide it to us below.

*In most cases, requests for court documents will be completed and ready for pick-up within 3-7 days after the request is received.*

**Date of Request:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

REQUESTED BY: Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**PLEASE DESIGNATE ONE OF THE FOLLOWING:**

- |   |  |
|---|--|
| <input type="checkbox"/> Requestor will pick-up<br><input type="checkbox"/> Call Requestor when copies are complete<br><input type="checkbox"/> Mail documents to requester<br><input type="checkbox"/> Put documents in In-Box (City staff and contractors only) | <input type="checkbox"/> Send documents via interoffice mail<br><input type="checkbox"/> Fax to: _____<br><input type="checkbox"/> E-mail documents to requester |
|---|--|

**TYPE OF REQUEST:**

- Copies  
 Certified Copy  
 Other: \_\_\_\_\_

**RECORD REQUESTED:**

- Copy of Citation  
 Copy of Complaint  
 Disposition Information  
 Register of Actions  
 Other: \_\_\_\_\_

**DEFENDANT NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

Docket #	Case/Cite#	Violation	Incident Date	Disposition Date
1.				
2.				
3.				

----- **TO BE COMPLETED BY COURT CLERK** -----

COPIES	FEE PER PAGE	MAILING / POSTAGE
0 – 5	No Charge	No Charge
6 – 10	.25 Cents	\$1.00
11 – 30	.25 Cents	\$1.50
31 – 60	.25 Cents	\$2.50
61 or More	.25 Cents	Actual Cost of Postage

**CHARGES**

- |                        |       |   |
|------------------------|-------|---|
| Copies                 | _____ | * includes postage if applicable  |
| Fax                    | _____ | \$2.00 flat fee plus \$0.25 per page  |
| Email                  | _____ | No additional cost  |
| Certification          | _____ | \$5.00 additional per record document   |
| Records Staff Research | _____ | <b>\$51.67 per hour (30 minute minimum).</b> Fee for staff time required to locate, summarize, compile or tailor a record and any standby time incurred while the requestor is inspecting the record (per Administrative Order 21-05-06F). This applies to all files retrieved from Archives. |
| Computer Research      | _____ | <b>\$59.34 per hour (30 minute minimum).</b> Fee for computer programming, report generation, etc. Based on the Step 3 hourly rate of an Application Support Technician.  |

**TOTAL DUE** \$ \_\_\_\_\_

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_