

ORANGE COUNTY SUPERIOR COURT – FAMILY LAW DIVISION

Online Family Law Copy Requests

Frequently Asked Questions

Q. When will I receive my copies?

Your request will be processed and mailed within 1-3 court days.

Q. I can't find my case, where can I get help?

Confidential cases and cases filed prior to 1993 are not available online, you may visit the Family Law Clerk's Office in person or call 657-622-6071 for assistance. The Family Law Clerk's Office is located at the Lamoreaux Justice Center, 341 The City Drive South, Orange, CA 92868-3205.

Q. The document I need is confidential, how can I get a copy?

Confidential documents are available only to the named parties in the action, party's attorney, or by Court Order. To obtain a copy of a confidential document, please visit the Family Law Clerk's Office and present valid photo identification. The Family Law Clerk's Office is located at the Lamoreaux Justice Center, 341 The City Drive South, Orange, CA 92868-3205.

Q. I can't tell which documents I need, how can I look at the documents?

To preview filed documents, please visit the Clerk's Office. The Family Law Clerk's Office is located at the Lamoreaux Justice Center, 341 The City Drive South, Orange, CA 92868-3205.

Q. How are the copy work fees determined?

Government Code §70627(a) establishes the fee for a copy of any record at \$0.50 per page.

Q. How is the postage rate determined?

Postage is determined by the current rate from the United States Postal Service.

Q. I don't have a credit card, can I get copies mailed to me?

You may print your request or complete a copy request form:

(<http://www.occourts.org/forms/local/l696.pdf>) and mail it to the Family Law Clerk's Office along with your check, cashier check, or money order. The Family Law Clerk's Office is located at the Lamoreaux Justice Center, 341 The City Drive South, Orange, CA 92868-3205.

Q. Do my documents need to be certified?

A certified copy of a court document may be required by local or federal government agencies, banks and financial institutions, and/or similar agencies.

Q. What is the difference between certification and exemplification?

- **Certification:** The court certifies that the document is a true and correct copy of the original in this court by affixing a Certification Stamp with Court Seal onto the last page of specified document, *signed and dated by a Deputy Clerk*.
Note: a certified copy of court document may be required by local or federal government agencies, banks and financial institutions, and/or similar agencies.
- **Exemplification:** The court certifies that the document(s) is/are a true and correct copy of the original in this court by attaching and listing specified document(s) on the EXEMPLIFICATION OF COURT RECORD form prepared by a Deputy Clerk and *signed by a Superior Court Judge*.
Note: an exemplified copy of a court document may be required by local or federal government agencies, banks and financial institutions, *foreign government agencies*, and/or other similar agencies.

I have a fee waiver, how can I apply it to my copy work request?

If you would like to obtain copies of filed documents using your current Fee Waiver Order, please visit the Family Law Clerk's Office.

Why were no copy work fees charged for my domestic violence case?

Fees related to enforcement of a Domestic Violence Order are waived pursuant to Government Code §70677.

How many copies should I order?

It is more cost effective to order 1 copy and make additional copies as needed.

Why can I not find the minute order from my hearing from two days ago?

The minute order from a scheduled hearing is typically available 2-3 days after the hearing.

I need a copy of a document filed yesterday, I cannot find it?

Filed documents take 1-3 court days to process.

Who can I call for help?

For assistance please call the Family Law Clerk's Office at 657-622-6071.