



**CA Court Legal Services - Records Retrieval Order Form**  
 After completed please email to: [Orders@CACourt-LegalServices.com](mailto:Orders@CACourt-LegalServices.com)  
 Office (916) 530-2339 Fax (916) 530-2289

Fax Orders to: 916-530-2289

Order Date

Name:  Routine  Rush

Attention:  Date Needed  Client File Number

Firm Name  Hearing Date  Time

Address  Room  Dept.

City  Authorization or Subpoena Attached

Phone No.  Serve & Copy  Copy

Representing Plaintiff   Defendant

Please obtain Records of:

Any AKA'S

Date of Birth  Social Security No.  DOI

**RECORDS ARE LOCATED AT:**

1. Name of Facility <input type="text"/>	2. Name of Facility <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
City, State, Zip Code <input type="text"/>	City, State, Zip Code <input type="text"/>
Area Code Phone # <input type="text"/>	Area Code Phone # <input type="text"/>
3. Name of Facility <input type="text"/>	4. Name of Facility <input type="text"/>
Address <input type="text"/>	Address <input type="text"/>
City, State, Zip Code <input type="text"/>	City, State, Zip Code <input type="text"/>
Area Code Phone # <input type="text"/>	Area Code Phone # <input type="text"/>

Records Needed;  Employment  Payroll  Medical  Billing  X-Rays  Scholastic

please prepare Subpoena  Court  Case #

fax for Review (if preparing Subpoena must fill out opposing Counsel list below)

## OPPOSING COUNSEL LIST OR MAILING LIST

NAME

ADDRESS

CITY, STATE, ZIP CODE

TEL NO.

1.

2.

3.

Print Form