

**CITY OF BILLINGS MUNICIPAL COURT**  
**REQUEST FOR PUBLIC RECORDS**

I, \_\_\_\_\_, (applicant), do hereby make application for inspection and/or copying of the following public records of the City of Billings Municipal Court.

*\* To assist us in locating these records quickly, please be as specific as possible in your request. \**

Case name: \_\_\_\_\_

Docket # (if known): \_\_\_\_\_

Offense type/Date charged (if known): \_\_\_\_\_

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

(Applicant signature) \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_

MUNICIPAL CLERK AUTHORIZATION: \_\_\_\_\_

**INTERNAL USE ONLY BELOW THIS LINE**

TO APPLICANT: THE ABOVE REQUESTED RECORDS ARE: (Check one)

- Available for inspection in the office of the Municipal Court Clerk immediately upon processing your request.
- To be copied at your expense and will be made available to you on \_\_\_\_\_ (date) by \_\_\_\_\_ o'clock \_\_.M.
- Currently in storage/use and not available for inspection/copying at this time. These records will be made available to you \_\_\_\_\_, 200\_\_, at \_\_\_\_\_ o'clock \_\_\_\_M.
- Not subject to disclosure pursuant to Montana Public Records Statutes (Art II, Sec 9, Mont. Const.; M.C.A. 7-1-4144.)
- Not in accessible due to vagueness of request. More information required.

**TOTAL NUMBER OF COPIES OR PAGES** \_\_\_\_\_

**Fees:**

General copies      **\$1.00 per page for the first 10 pages, \$0.50 each additional page;**  
Certified copies    **\$2.00 per document certified;**  
Background search **\$2.00 per name, per year up to 7 years, \$1.00 per name each additional year.**  
Audio Request      **\$25.00 per disc.**

*Pursuant to § 25-1-201 M.C.A*

**TOTAL CHARGE: \$** \_\_\_\_\_

**INITIALS OF PERSON FILLING REQUEST:** \_\_\_\_\_