

IN THE SUPERIOR COURT OF THE VIRGIN ISLANDS  
DIVISION OF \_\_\_\_\_

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**REQUEST FOR CASE RECORD SEARCH**

**TO:** TAMARA CHARLES  
CLERK OF THE COURT

**FROM:** NAME: \_\_\_\_\_ (PRINT /TYPE)  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_

The undersigned requests that the Court conduct a Search of its Case Records and issue an official Record Search report for the following individual: \_\_\_\_\_ . Please report on the following (check all that apply):

- History of Criminal Cases:**       **History of Civil/Family Cases**
- Currently pending cases**
- History/Status of Specific case(s) (Provide Case number below)**

**YEAR(S) TO BE SEARCHED:** \_\_\_\_\_ to \_\_\_\_\_ **ARE**  
**CERTIFIED RECORDS REQUIRED?** \_\_\_\_ **YES** \_\_\_\_ **NO FEE**  
**REMITTED:** \_\_\_\_\_

(Please note the fees required for the length of time required to be searched. There are also additional fees for certified records)

**CASE NUMBER(S):** \_\_\_\_\_

**METHOD OF DELIVERY:** INDICATE HOW THE DOCUMENTATION IN RESPONSE TO THIS RESPONSE IS TO BE DELIVERED:

- \_\_\_\_\_ To be picked up
- \_\_\_\_\_ Mail to address indicated above
- \_\_\_\_\_ Email to address provided

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*\*For criminal record searches, requests should also be made of the District Court of the Virgin Islands which, prior to 1994, had broader jurisdiction over serious offenses.*