

## Special Search Monies

### Resources:

- The fee for a special search is established by [Judicial Council Rule \(4-202.08\)](#)
- See 02 Receipting, 02-10 Revenue Classification - [02-10.00 Revenue Codes](#) for rates

**Also known as:** Copy Money, Dedicated Credits

### Policy:

1. For record searches performed by clerks, no charge shall be made for the first 15 (fifteen) minutes; the fee is assessed for any portion of every hour thereafter.
2. Record searches may not be performed in a time or manner that interferes with regular court business.

### Procedures:

#### Responsible Action

#### Appellate/District/Juvenile Courts Clerk

1. If the time spent on a special search is 15 (fifteen) minutes or less, no fee is assessed.
2. If the time spent on a special search is more than 15 (fifteen) minutes, calculate the amount due using the fee established by Judicial Council Rule (See District Fee Chart, Juvenile Court Fee Chart).  
EX: If the current rate is \$10 per hour and a special search requires 45 minutes, the calculation is: .75 hrs x \$10.00/hr = \$7.50
3. Issue a receipt for the special search fee using the miscellaneous payment option. If the search is not for a party to a specific case, leave the case number blank.