



Court Researcher Questionnaire and Information Sheet

Name: _____ Email: _____

Company: _____ Phone: _____

Address: _____ Fax: _____

Areas of Coverage

What jurisdictions do you search? (list counties/states) _____

Any mandatory court fees in these jurisdictions? (please list) _____

Fees (7 year county seat search/per name)

Criminal (Felony and Misdemeanor): _____

Civil (Upper and Lower Courts): _____

Any additional fees beyond 7 year search? _____

Any additional fees for record retrieval? _____

Do you offer volume discounts? _____

Additional fee for aka/alias search? _____

Method of Searching

Please describe your method of searching records (manual, docket books, other): _____

If manual, how often are you going to the courthouse (daily, bi-weekly)? _____

Who conducts the searches, you or clerk-ran? _____

Describe your procedure for searching court records, including what identifiers are used to determine any "hits" found: _____

Returning Results

Are you able to return results online in our secure ordering system? _____

Can you meet a 48 hour turnaround time? **Y N** If no, please explain any known issues or delays: _____

Experience

How long have you been a court researcher? _____

Do you maintain Professional Liability Insurance? _____

Are you a member of any professional organizations? _____

Please provide three current client references (preferably screening companies):

1. _____

2. _____

3. _____