

CAMDEN COUNTY PROSECUTOR'S OFFICE

RECORDS MANAGEMENT REQUEST FORM

We may only respond to requests for documents or property for cases handled by the Camden County Prosecutor's Office. If the case was not handled by this office or was downgraded back to the municipal court, you must contact the municipality directly. For example, if you were the victim of a crime, but no suspect has been identified, you need to make your request from the municipality. If you were the defendant in a case and are requesting records, you **must** contact the attorney who represented you at the time of the case.

ALL REQUESTS FOR COPIES OF DOCUMENTS OR RETURN OF PROPERTY MUST BE IN WRITING AND ADDRESSED TO:

Camden County Prosecutor's Office
Civil Litigation/Records Management Unit
Attn: Michelle Ferrara
200 Federal Street
Camden, New Jersey 08103

Phone: (856) 225-8400
Fax: (856) 963-0080

Date of Request: _____

REQUESTS MUST INCLUDE THE FOLLOWING INFORMATION:
(PLEASE PRINT NEATLY)

Type of document being requested or type of property to be returned:

Reasons for the request (Court, employment, insurance, immigration, U-Visa, housing, etc.):

Type of incident or arrest: _____

Date of incident or arrest: _____

Municipality where the incident or arrest occurred: _____

Defendant's Name (If known): _____

Defendant's Date of Birth and/or Social Security Number (If known): _____

Victim's Name (If known and applicable): _____

Victim's Date of Birth or Date of Death: (If known): _____

Case Number (Prosecutor, Police, Warrant, or Summons): _____

Are you represented by an attorney? _____ If so, Attorney's Name: _____

Requestor's Name: _____

Requestor's Address: _____
HOUSE #/APT # STREET CITY STATE ZIP CODE

Requestor's Telephone Number: _____

Relationship to the Case: (Victim, Defendant, Family Member, etc.) _____

Requestor's Signature

Print Name