

Court Records Request Form (Case Records)

Requestor Information (you must fill in the below information completely):

Printed Name: _____
Last First MI

Address: _____
Street City State Zip Code

Telephone: () _____ () _____ FAX: () _____

E-mail Address: _____

Signature: _____ Today's Date: _____

Description of Requested Record (s). It is important to **be as specific as possible** as to name/s, case numbers and type of documents requested. *Please use additional sheets as necessary.*

Procedures:

The Court strives to respond to requests for court case records within five (5) working days from receipt of the form. If additional time is needed to prepare documents, an estimate of when records will be ready will be provided (the clerk will contact you). Additionally, there may be fees associated with your request. Copy fees are \$1.00 for the first page per document, and .15 cents for each additional. \$10.00 per CD. \$5.00 for court certifications. Please send a check or money order for CD duplications or court certifications if your request is mailed. There is no charge for court dockets.