

REQUEST TO INSPECT OR COPY JUDICIAL RECORDS

Party will be notified within 3 working days of action being taken. Clerk's Office will attempt to locate file within 10 working days. There is a \$1.00 per page charge for records and \$1.00 per seal charge for certification

Printed Name: _____
Address: _____
Telephone: _____
Email: _____

Requests examination and/or copies of the following described records:

1. Case or citation number: _____
List documents requested: _____

2. Case or citation number: _____
List documents requested: _____

3. Case or citation number: _____
List documents requested: _____

I need my documents certified Yes No

When my documents are ready, I would like to:

- Pick them up and pay in person
- Mail payment and have copies/documents returned via mail
- Mail payment and have copies/documents emailed (using email above)
- Pay online and have them mailed
- Pay online and have them emailed

Date of Request: _____ Signature: _____

ACTION TAKEN BY CUSTODIAN

- Request granted on: _____
Cost:
Copies: \$ _____
Certification: \$ _____
- Request denied on: _____
Reason for denial: _____

Clerk or Judge