

## REQUEST FOR RECORD SEARCH AND/OR COPIES OF COURT RECORDS

Date \_\_\_\_\_

Mail to: Morgan County Circuit Clerk, P O Box 668  
Decatur, AL 35602; or fax to 256-351-4880

Specific Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Case Number(s) if known: \_\_\_\_\_

Identifying Information, i.e., dob, alias: \_\_\_\_\_

Is certification required?  Yes  No

Contact Information of Individual Requesting Record Search or Copies:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email: \_\_\_\_\_

Do you want records mailed \_\_\_\_ or emailed \_\_\_\_ ?

### PLEASE ALLOW TWO WEEKS

This request must be accompanied by the appropriate fees as listed below to include \$5.00 for photocopies of the first 20 pages. You will be billed for any additional copies. Personal checks are not accepted.

TYPE OF SEARCH	COST
Computerized Records	\$10.00
Paper Records/	
Non-Active Records	\$25.00
Archived Records/Microfiche may be at Archives	

COPIES	COST
Pages 1 through 20 (paper or electronic page)	\$ 5.00
Each additional page	\$ .50
Each Certification	\$ 5.00

*The Circuit Clerk and employees of the Morgan County Circuit Clerk are not responsible for any errors in the information supplied and are not liable for any use or disclosure of said information. This office has Morgan County Circuit and District Court records only and cannot supply Federal or Municipal records or records from other counties or other states. The search fee applies even if the record search produces no results. Please be aware that there will be no refunds.*

I have read the above and understand the payment requirements and conditions: \_\_\_\_\_