

**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.

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

<u>COPIES</u>	<u>COST</u>
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: _____