



**CHRIS PRIEST**  
**MORGAN COUNTY CIRCUIT CLERK**

Morgan County Courthouse  
302 Lee Street  
Decatur, Alabama 35601  
256.351.4790

## **Morgan County Clerk's Office Records Access Policy**

1. **RECORDS INSPECTION:** Members of the public will be provided access to the Morgan County Circuit Clerk's office public records Monday through Friday, between 8:00 a.m. and 4:00 p.m. Copies of records may be obtained during the same hours *per prior request and subject to copy fees, etc.*
2. The Free-Research Alacourt.gov computers are housed in two locations within the Morgan County Courthouse. Two such computers are located on the first floor Circuit Clerk's office. The other computer is located on the fifth floor Law Library. Please note, the Law Library has restricted hours.
3. If you elect not to use the Free-Research Alacourt.gov computers, the Circuit Clerk's office staff will provide any public records you request to inspect as quickly as possible. In some situations due to limited staff, records stored off-site, large volume of records requested, or the like, you may be asked to return to view the records or to obtain requested copies. All records requested for inspection will be available as soon as practical and within no more than ten (10) business days of receiving the records request form.
4. When requesting a **RECORDS SEARCH**, please fill out the required form. Each form is available in every office of the Clerk of Court.
5. **RECORDS SEARCHES** are \$10.00 for computerized search and \$25.00 for non-active records *per record to be searched*. This fee will be charged no matter if the search yields results or not and does not include any copy fees, etc. The Clerk's office will provide record searches requested not in person (through mail, e-mail, etc.) on a case by case basis per request and results will be sent within (10) business days of receiving the request form and payment. However, those cases protected by law, i.e. juvenile, youthful offender, cases sealed by court order or information regarding the victims in criminal cases will not be disclosed to the public.
6. **BACKGROUND CHECKS:** The Morgan County Circuit Clerk's office does not provide background checks.
7. **This office may only search cases/individuals in our Morgan County Clerk's record which is in the State of Alabama and at the circuit and district level, not municipalities, federal court, etc.**

8. Copies of any public records, in addition to the above fees, if applicable, are available at \$5.00 for 1-20 pages and \$.50 for each additional page *per case*. Certified copies will have an additional \$5.00 fee added *per case*. The Clerk's office reserves the right to limit or prohibit the photocopying of fragile records. Again, these copy fees and certification fees are in addition to any record search fees, background check fees, etc.
9. While at the Clerk's office to INSPECT/VIEW RECORDS via request:
  - a. Please do not bring food or drink into the records area.
  - b. Please do not bring large bags, backpacks or briefcases into the records area. These may be checked at the Clerk's office. Staff may be asked to inspect items in a researcher's possession upon his/her entering or leaving the records area.
  - c. Please do not remove any records from the records area.
10. **Only a money order or cashier's check is accepted by mail. No personal checks are accepted. You may pay with money order, cashier's check or cash if in person. Please make any money order/cashier's check payable to: MORGAN COUNTY CIRCUIT CLERK.**
11. In accordance with state and federal laws, some Circuit Clerk records may not be open for public inspection. Details about which records are restricted may be obtained from Circuit Clerk Chris Priest, or any supervisor in the Clerk's office.
12. The Circuit Clerk and Clerk's office staff are not responsible for any errors in the information supplied from a request and are not liable for any misuse or disclosure of any requested information.
13. If you have any questions about this access policy or need further assistance, please ask to speak to Chris Priest, Circuit Clerk at 256-351-4790.