

RECORDS REQUEST AND FEES

A defendant OR his/her designated representative may request copies of defendant's Court records. You **MUST** have the defendant's **FULL** name, Date of Birth, and Reason for the request.

However, there **ARE** fees attached to this request. If the **DEFENDANT** appears and request copies of his/her Court records, the RESEARCH fee IS WAIVED. IF a designated representative requests copies of records, a **RESEARCH** fee of **\$28.00** WILL be charged. This is in **ADDITION** to the following mandatory fees that will need to be paid.

Research fee	\$ 28.00
Certification Fee (if required by requesting agency)	\$ 28.00
Audio Recording (date & time of hearing required)	\$ 28.00
Copies PER page fee	\$.50

There is a required **5 to 7 BUSINESS** days for completion of this request.

The following information is required to start this process.

Defendants FULL name: _____

Defendant's Date of Birth: _____

Defendant's Case Number: _____

Reason for the request: _____

Signature of person requesting records

Printed name of person requesting records

Date of request

Date completed and by clerk

FEE SCHEDULE

Research Fee = \$ 28.00

Certification Fee (if required) = \$ 28.00

Audio Recording = \$28.00

Copies PER page fee = \$.50/per page

FEES CHARGED

Research Fee \$26.00 _____ Certification Fee (if required) \$ _____ Audio Recording \$ _____

Copies FEE - No. of Pages _____ @ \$.50 per page = \$ _____

TOTAL COLLECTED \$ _____