

CIVIL RECORDS REQUEST AND FEES

A litigant OR his/her designated representative may request copies of Court records. You **MUST** have both litigants' **FULL** names, case number, and what documents are needed before submitting the request. If you are requesting documents for multiple cases, a records request will need to be filled out for each case. There is a required 5 to 7 BUSINESS days for completion of this request.

Per Supreme Court Rule 123, "Commercial Purpose" means the use of a public record for the purpose of sale or resale or for the purpose of producing a document containing all or part of the copy, printout or photograph for sale or the obtaining of names and addresses from such public records for the purpose of solicitation or the sale of such names and addresses to another for the purpose of solicitation or for any purpose in which the purchaser can reasonably anticipate the receipt of monetary gain from direct or indirect use of such public record. Commercial purpose does not mean the use of a public record as evidence or as research for evidence in an action in a judicial or quasi-judicial body of this state or a political subdivision of this state.

IF a request for records is used for commercial purposes, a RESEARCH fee of \$33.00 WILL be charged. This is in ADDITION to the following fees that will need to be paid if required.

Research fee (commercial requesters): \$ 33.00

Certification Fee (if required by the requesting agency): \$ 33.00

Audio Recording (date & time of hearing required): \$ 33.00

Copies PER page fee: \$0.50

The following information is required to start this process:

Plaintiff's FULL Name: _____

Defendant's FULL Name: _____

Case Number: _____ Date & Time (if audio requested): _____

Documents Requested: _____

Please send records to: _____

Requestor's contact information:

Phone Number: _____ Email: _____

Signature of person requesting records

Printed name of person requesting records

Date of request

Date completed and by clerk

FEES CHARGED

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

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

TOTAL COLLECTED \$ _____