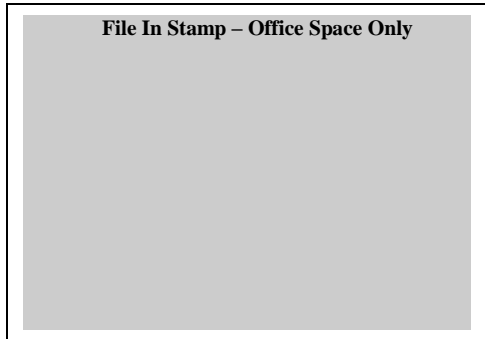


**Division (Check One)**

- District Criminal/Traffic – Room 215
- Small Claims/District Civil – Room 214
- Juvenile – Room 215
- Circuit Civil – Room 214
- Circuit Criminal – Room 215
- Domestic Relations/Child Support – Room 214



**REQUEST FOR COPIES**  
**(Confidential Documents May Only Be**  
**Requested by Actual Party and ID Required)**

**CONTACT INFORMATION:**

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

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

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

Contact Phone Numbers: \_\_\_\_\_

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

Delivery Method:  Mail  Pick up

**DOCUMENTS REQUESTED:**

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

Case No. (if known): \_\_\_\_\_

Identifying Info., such as DOB, Alias: \_\_\_\_\_

Requested Documents: \_\_\_\_\_

Is Certification required?  Yes (additional \$5.00 charge)  No

Requests for copies will be handled in order they are received as office work permits. Please complete the above information and deliver to appropriate office or mail to: Escambia County Circuit Clerk's Office, P.O. Box 856, Brewton, AL 36427. Once we receive your request, we will notify you of the estimated costs. Once we receive payment of the estimated costs (money order or cashier's check only), we will process your request.

COST FOR COPIES: 1-20 pages = \$5.00 & Each Additional Page = \$.50 per page

CERTIFICATION CHARGE: \$5.00 additional fee per file

RECORDS SEARCH FEE: \$10.00 (Computerized); \$20.00 (Paper Records); \$25.00 (Archived/Microfilmed Records) per case

Estimated Number of Pages: \_\_\_\_\_

Cost of Estimated Copies \$ \_\_\_\_\_ + Postage \$ \_\_\_\_\_ + Certification Fee \$ \_\_\_\_\_

**TOTAL ESTIMATE YOU MUST PAY = \$ \_\_\_\_\_**

**OFFICE SPACE ONLY:**

Estimate Paid YES NO Date Received \_\_\_\_\_ Receipt No. \_\_\_\_\_ Date Processed: \_\_\_\_\_