

REQUEST for RECORD SEARCH and/or COPIES OF COURT RECORDS

(Confidential Documents May Only Be Requested by Actual Party and ID will be 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: _____

Specific Information Requested: _____

Is Certification requested? 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.

Upon receiving payment (money order or cashier's check ONLY), we will process your request.

COST FOR COPIES: 1-20 pages is \$ 5.00 (Each Additional Page is \$ 0.50 per page.)

CERTIFICATION CHARGE: * \$ 5.00 (per case file.)

RECORDS SEARCH FEE: \$ 10.00 (Computerized) per case,

\$ 20.00 (Paper Records) per case,

\$ 25.00 (Archived/Microfilmed Records) per case.

Estimated Number of Pages: _____

Cost of Estimated Copies \$ _____ + Postage \$ _____ + Certification Fee(s) \$ _____.

TOTAL ESTIMATE YOU MUST PAY is \$ _____.

The Circuit Clerk and employees of the Escambia 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 Escambia 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 records search produces no results. There will be no refunds.