

# REQUEST FOR COPIES AND/OR SEARCHES OF COURT RECORDS

Contact Information of Individual Requesting Record Search or Copies:

Name: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

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

Information for Case Requested: Criminal or Civil

Defendants Name: \_\_\_\_\_ Charge: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ . \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE ALLOW AT LEAST 7 WORKING DAYS FOR COPIES AND/OR SEARCHES**

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## COPY COST

1-20 PAGES: \$25.00

ADDITIONAL PAGES: \$0.50 (PER PAGE)

EACH CERTIFICATION: \$5.00

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## RECORDS RESEARCH COST

SEARCH OF PAPER RECORDS HISTORY CHECK, CLOSED CASES, REGISTRES, OR OTHER ARCHIVED RECORDS: \$25.00

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## RECORDS/COPIES NEEDED

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|---|--|
| <input type="checkbox"/> 1. COPY OF LAST SIGNED ORDER                         | <input type="checkbox"/> 9. INCOME WITHHOLDING ORDER |
| <input type="checkbox"/> 2. COPY OF JUDGEMENT                                 | <input type="checkbox"/> 10. GARNISHMENT/ EXECUTION  |
| <input type="checkbox"/> 3. COMPLETE FILE                                     | <input type="checkbox"/> 11. INDICTMENT              |
| <input type="checkbox"/> 4. HISTORY CHECK                                     | <input type="checkbox"/> 12. COPY OF WARRANT         |
| <input type="checkbox"/> 5. ORDER DATED ____/____/____                        | <input type="checkbox"/> 13. CASE ACTION SUMMARY     |
| <input type="checkbox"/> 6. COPY OF WARRANT                                   |  |
| <input type="checkbox"/> 7. COPY OF DIVORCE DECREE AND/OR AGREEMENT           |  |
| <input type="checkbox"/> 8. PAY HISTORY FOR ALIMONY, RESTITUTION & JUDGEMENTS |  |

OTHER: \_\_\_\_\_

**CERTIFICATION NEEDED: YES \_\_\_\_\_ NO \_\_\_\_\_**

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**FEES ARE DUE UPON RECEIVING RECORD REQUEST  
(NO CREDIT CARD OR PERSONAL CHECKS)**

\*\*\*The Lee County Circuit Clerk and employees are not responsible for any errors in the information supplied or liable for any use or disclosure of said information. Our office has **Lee County records only** and cannot supply Federal, Municipal or records from other counties. The search fee applies even though the search produces no information. **NO REFUNDS.** Form may be delivered or mailed in to our office at **2311 Gateway Dr., Suite 104 Opelika, AL 36801.** \*\*\*