



John Barrett
CLERK OF CIRCUIT COURT

James E Wilson
Assistant Chief Deputy
Criminal Division

Records Request Form

Required Information

ALL Search Name(s): _____
(Include first, middle if known, and last) _____

DOB: _____ Male Female

Requestor Contact info (including address): _____
Please include your Phone Number _____

- General Employment Immigration State Licensing
- Global Entry Other

Specify Case Number(s), if known: To: _____

Certified Documents Requested? Yes (\$5 fee per cert.) No

In order to obtain documents from a file you will need to do the following:

- Specify documents needed: (examples: Criminal Complaint, Court Record, Judgment of Conviction.
- You will need to include the case number. If you are unable to provide the case number, there is a **\$5.00 search fee to locate the case number**. We will need any other names used.
- There is a **\$5.00 fee per name searched, \$1.25 per page copied, \$5.00 certification per document, \$5.00 fax fee, or any applicable postage fees (based on actual cost)**
Please make your check or money order made payable to the
“CLERK OF CIRCUIT COURT”.
- Older or multiple cases may take longer.

Note: The request can take up to 3-5 business days
For questions or concerns please contact:

Customer Service (414) 278-4538