

**CIRCUIT COURT CRIMINAL DIVISION
RECORD SEARCH OR COPY REQUEST FORM**

NOTE: PAYMENT DUE UPON REQUEST-NO REFUNDS

IF MAIL REQUEST

**MAIL REQUEST TO: CIRCUIT COURT CRIMINAL DIVISION
205 GOVERNMENT STREET, RM C927
MOBILE, AL 36644**

PLEASE CHECK THE FOLLOWING PROCESS OF DELIVERY:

MAIL RECORDS: _____ PICK-UP RECORDS: _____ CERTIFICATION: Y_____ N_____

Are you a State, Federal or Law Enforcement Agency? Y_____ N_____

If Yes, Name of Agency: _____

RECORD SEARCH REQUEST: _____

**\$10.00 Computer Search (phone or in-person) Non-Refundable
\$20.00 Paper Records Search (1984 and above) Non-Refundable
\$25.00 Microfilm Records (For cases from 1983 and Below) Non-Refundable**

COURT RECORD COPY REQUEST: _____

**\$5.00 FIRST 20 PAGES (Paper or Electronic) Per Case Number
\$.50 for each additional page
\$5.00 for Certification-Per Case Number**

CASE NUMBER(S)-(If Known) _____

DEFENDANT'S NAME _____

IDENTIFYING INFO. - DOB: _____ SEX: _____ RACE: _____

**SPECIFIC INFORMATION REQUESTED: _____
_____**

REQUESTOR INFORMATION

LAST NAME: _____ FIRST NAME: _____

**ADDRESS: _____
_____**

CONTACT NUMBER: _____

CASH, CASHIER'S CHECK, MONEY ORDER, VISA OR MASTERCARD - NO PERSONAL CHECKS

AMOUNT PAID _____ RECEIPT# _____ CLERKS INITIALS _____

NO CHARGE-LAW ENFORCEMENT _____

Important Notice

The Circuit Clerk and Employees of the Mobile Co. 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 Mobile Co. Circuit Court records only and cannot supply Federal or Municipal records or records from other counties or states. The search fee applies even if the record search produces no results and there will be no refunds issued. There is a minimum of TWO WEEKS ON processing requests! Copy request not picked up after 60 days are disposed of and a new request & payment will have to be submitted for processing.

REQUESTOR SIGNATURE: _____ DATE OF REQUEST: _____

TO BE COMPLETED BY CLERK

PROCESSED BY-CLERK: _____ DATE REQ. COMPLETED: _____ DATE MAILED: _____

DATE OF PICK UP: _____ RECEIVED BY: _____