

REQUEST FOR RECORD SEARCH AND/OR COPIES OF COURT RECORDS

Date _____

Mail to: SHARLA KNOX, CIRCUIT CLERK OF MOBILE
MOBILE GOVERNMENT PLAZA C-936
CIRCUIT CIVIL DIVISION
ROOM C936, N TOWER
MOBILE, AL 36644-2936

Specific Information Requested: _____

Case Number(s) if Known: _____

Please Check the Following Process of Delivery:

MAIL RECORDS: _____ PICK-UP RECORDS: _____

COURT RECORD COPY REQUEST FEES:

\$5.00 FIRST 20 PAGES (Paper or Electronic) Per Case Number

\$.50 for each additional page

\$5.00 for Certification-Per Case Number

Cash, Cashier's Check or Money Order – NO PERSONEL CHECKS

Contact Information of Requesting Information:

Name: _____

Address: _____

Telephone Number: _____

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

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.