

**Office of the Circuit Court Clerk, Jefferson County  
Archives & Records Division  
Request Form**

**Requesting Party**

**PLEASE PRINT**

Date of submission: \_\_\_\_\_

Requested by: \_\_\_\_\_

Address (person/agency/division): \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_  
\_\_\_\_\_

**Request For Copies And/Or Viewing**

Name of parties: \_\_\_\_\_ Date of birth: \_\_\_\_\_

vs.

\_\_\_\_\_ Date of birth: \_\_\_\_\_

Charges(s) or case number(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate timeframe of case: \_\_\_\_\_

Any additional information: \_\_\_\_\_  
\_\_\_\_\_

View only (check if applicable): \_\_\_\_\_

Copies (check if applicable): \_\_\_\_\_ whole case; \_\_\_\_\_ petition/complaint/indictment/citation;  
\_\_\_\_\_ judgement/decreed/disposition; \_\_\_\_\_ guilty plea; \_\_\_\_\_ marital settlement agreement

Other court records requested: \_\_\_\_\_

Certification of record(s) requested: Y or N (circle if applicable)  
\_\_\_\_\_

**Clerk's Office Use Only**

Total page(s): \_\_\_\_\_

Total cost: \_\_\_\_\_

Cost of pages: \_\_\_\_\_; Certification fee: \_\_\_\_\_; Mailing cost: \_\_\_\_\_

Payment type: \_\_\_\_\_ Cash; \_\_\_\_\_ Credit/Debit card; \_\_\_\_\_ Check; \_\_\_\_\_ Money order

Type of delivery: \_\_\_\_\_ In person; \_\_\_\_\_ U.S. Postal Service; \_\_\_\_\_ Email

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

(If different than requesting party)

Request completed by (OCCC deputy clerk): \_\_\_\_\_ Date: \_\_\_\_\_