

## REQUEST FOR RECORD SEARCH AND/OR COPIES OF COURT RECORDS

Date \_\_\_\_\_

Mail to: 312 Courthouse Square, Suite 10,  
Bay Minette, AL 36507; or fax to 251-937-0277

Specific Information Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Case Number(s) if known: \_\_\_\_\_

Identifying Information i.e., dob, alias : \_\_\_\_\_

Is certification required?  Yes  No

Contact Information of Individual Requesting Record Search or Copies:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

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

Do you want records mailed \_\_\_ or emailed \_\_\_ ?

### PLEASE ALLOW TWO WEEKS

This request must be accompanied by the appropriate fees as listed below to include \$5.00 for photocopies of the first 20 pages. You will be billed for any additional copies. Personal checks are not accepted.

<u>TYPE OF SEARCH</u>	<u>COST</u>
Computerized Records	\$10.00
Paper Records/ Archived/Microfilmed Records	\$25.00

<u>COPIES</u>	<u>COST</u>
Pages 1 through 20 (paper or electronic page)	\$ 5.00
Each additional page	\$ .50
Each Certification	\$ 5.00

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*The Circuit Clerk and employees of the Baldwin County 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 Baldwin County Circuit and District Court records only and cannot supply Federal or Municipal records or records from other counties or other states. The search fee applies even if the record search produces no results. There will be no refunds.*