

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

Date _____

Specific Information Requested:

Case Number(s) if known: _____
(If case number is not known, please provide the approximate year case was filed)

Identifying Information such as date of birth or alias names

Is certification required? Yes No

Contact Information of Individual Requesting Record Search or Copies:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone Number(s) _____
Email: _____

PLEASE ALLOW TWO WEEKS

This request form must be accompanied with a deposit of \$10.00. Once your request is received our office will process and contact you with the balance amount due. Once payment is received, along with a self-addressed stamped envelope, we will forward the requested copies to you. **Personal checks are not accepted.** Payments must be in the form of a cashier's check or money order, payable to Mary Harris, Circuit Clerk.

TYPE OF SEARCH	COST
Computerized Records (1993 to present)	No Charge
Paper Records	\$20.00
Archives/Microfilmed Records	\$20.00

COPIES	COST
Pages 1 through 20	\$ 5.00
Each additional page	\$.50
Each Certification	\$ 5.00

If you have question regarding these charges you may call us at (205)669-3760.

Requests should be mailed to Mary H. Harris, Circuit Clerk, P.O. Box 1810, Columbiana, AL 35051

The Circuit Clerk and employees of the Shelby 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 Shelby County, Alabama 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. Requests are processed in the order in which they are received. Juvenile records, Youthful Offender records and records which have been sealed by the court are not public record. Sex Offender offenses involving minors may have victim's information deleted, which is required by law.

Requester's Signature: _____

Date: _____