



REQUEST FOR COURT RECORDS

PURSUANT TO RULE 29, RULES OF THE SUPREME COURT, AND THE SUPREME COURT RECORDS RETENTION AND DISPOSITION SCHEDULE - CIVIL TRAFFIC RECORDS MORE THAN ONE (1) YEAR AFTER SATISFACTION OF SANCTIONS ARE NOT AVAILABLE - CRIMINAL CASE RECORDS MORE THAN FIVE (5) YEARS AFTER FINAL ADJUDICATION AND/OR COMPLETION OF SENTENCING REQUIREMENTS ARE NOT AVAILABLE - DUI AND DOMESTIC VIOLENCE CASE RECORDS MORE THAN SEVEN (7) YEARS AFTER FINAL ADJUDICATION AND/OR COMPLETION OF SENTENCING REQUIREMENTS ARE NOT AVAILABLE.

I acknowledge and understand that a Clerk/Research Request Fee of Thirty-Four Dollars (\$34.00) will be charged for each name search(same day filing), up to three (3) names or three (3) separate cases (a separate form is required for each name requested) and additional fee(s) will be assessed for copies or certification of case information. Pursuant to Supreme Court Rule 123, confidential information will be redacted. Payment is due at time of filing request.

I REQUEST:

View Only, Copies Only, Digital Video, Certification. No Fee- View at Court from 8AM-4 PM Mon-Fri, \$34 clerk/research fee plus \$.50 per page, \$17 per DVD, \$17 per certification in addition to all other fees

OF THE FOLLOWING DOCUMENT(S):

Complaint, Notice of Appearance, Waiver of Counsel, Plea Proceedings, Judgment of Guilt, Sentence Information, MVD Abstract, Fingerprint, Other (specify)

FOR THE FOLLOWING INDIVIDUAL:

First Name, Middle Name, Last Name, Date of Birth

FOR THE FOLLOWING CASE:

Case #, Complaint #, Date of Violation, Type of Charge

These documents are for:

Personal, non-commercial use. I am aware of the penalties for conversion to commercial use. Commercial use. I certify that the specific use to which these documents will be put is:

Printed Name and Signature of Requestor, Address, City, State, Zip Code

\*Documents will be held for thirty (30) days from date of completion\*

Please call me at between 8:00 am and 5:00 pm, weekdays for pickup.

Please mail to me at

The Court Fee(s):

Clerk Fee @ \$17 per request \$ 17.00, Research document fee @ \$17 \$ 17.00, Copy/Copies @ \$.50 per page \$, Certification @ \$17 per case \$, Digital Video Disk @ \$17 per DVD \$, TOTAL AMOUNT DUE \$, Clerk Receiving request Date, Clerk Completing request Date