

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

Date \_\_\_\_\_

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

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

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

Is certification required?  Yes  No

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Contact Information of Individual Requesting Record Search or Copies:

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

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

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

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

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

**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. **Cashier's checks or money orders are to be made payable to Jane C. Smith, Circuit Clerk.**

<u>TYPE OF SEARCH</u>	<u>COST</u>
Computerized Records	\$10.00
Paper Records	\$20.00
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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**This request form may be mailed to Jane C. Smith, Circuit Clerk, Records Request, Madison County Courthouse, 100 North Side Square, Huntsville, Alabama 35801.**

*The Circuit Clerk and employees of the Madison 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 Madison 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.*