



THE HONORABLE
GWEN MARSHALL

CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

ARCHIVES/CENTRAL FILING DIVISION

Request for Court Records

Fla. R. Jud. Admin. 2.420

(m) Procedure for Public Access to Judicial Branch Records. Requests and responses to requests for access to records under this rule shall be made in a reasonable manner.

(1) Requests for access to judicial branch records shall be in writing and shall be directed to the custodian. The request shall provide sufficient specificity to enable the custodian to identify the requested records. The reason for the request is not required to be disclosed.

(2) The custodian shall be solely responsible for providing access to the records of the custodian's entity. The custodian shall determine whether the requested record is subject to this rule and, if so, whether the record or portions of the record are exempt from disclosure. The custodian shall determine the form in which the record is provided. If the request is denied, the custodian shall state in writing the basis for the denial.

(3) Fees for copies of records in all entities in the judicial branch of government, except for copies of court records, shall be the same as those provided in section 119.07, Florida Statutes.

Date of Request: _____ Case #: _____
(Indicate the case numbers you wish to access.)

Party Name: _____
(Indicate the names of the party whose case you wish to access.)

Date of Birth: _____ Alias: _____

SELECT ONE:

- I want to inspect entire file I want a copy of the entire file
 I wish to inspect/have copies of the following documents *(be specific)*: _____

The following information is needed only if you are not requesting the information in person or if we cannot provide the information immediately and will need to contact you:

Name/Address/Phone #: _____ *[use the back of this form if needed]*

BELOW THIS LINE FOR CLERK STAFF ONLY

Staff filling request: _____ Date Request filled: _____

- Check if file is checked out; customer to be called when copies/file are ready
 Check if file/documents cannot be provided; provide court rule/statute that provides exemption: _____

CHARGES PER FS 28.24:

of copies/\$0.15 (blank forms): _____ # of years searched/\$2.00: _____
of copies/\$1.00 (court documents): _____ # of certifications/\$2.00: _____
of papers written/\$7.00: _____
TOTAL: \$ _____

WWW.CLERK.LEON.FL.US

CIVIL RECORDS: PHONE 850.606.4170 • CRIMINAL RECORDS: PHONE 850.606.4070
FAX 850.606.4179

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