

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

Date: \_\_\_\_\_

Mail to: Todd Greeson, Circuit Clerk  
P.O. Box 681149  
Fort Payne, Alabama 35968

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): \_\_\_\_\_

Enclose a self addressed stamped envelope. Personal checks are not accepted.

**PLEASE ALLOW TWO WEEKS**

**TYPE OF SEARCH**

Computerized Records	\$10.00 per name
Archived/Microfilmed Records	\$25.00
Examination of paper records by clerk	\$20.00

**COST**

**COPIES**

Pages 1 through 20 (paper or electronic page)	\$5.00
Each additional page:	\$0.50
Each certification:	\$5.00

**COST**

Total amount due: \_\_\_\_\_

The payment of fees does not necessarily guarantee results; the clerk shall not refund any payment for any reason. Pursuant to the authority of the ADC in Ala. Code § 12-19-21 beginning January 1, 2007.

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*The Circuit Clerk and employees of the Dekalb 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 Dekalb County Circuit and District Court records only and cannot supply Federal or Municipal records or records from other counties or other states.*