



**Todd Greeson**  
**DeKalb County Circuit Clerk**  
 PO Box 681149  
 Fort Payne, AL 35968-1149

Telephone: (256) 845-8525  
 Telephone: (256) 845-8536  
 Fax: (256) 845-8535

**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**

<u>TYPE OF SEARCH</u>	<u>COST</u>
Computerized Records:	\$10.00 per name
Archived/Microfilmed Records:	\$25
Examination of paper records by clerk:	\$20

<u>COPIES</u>	<u>COST</u>
Pages 1 through 20 (paper or electronic page):	\$5.00
Each additional page:	\$0.50
Each certification:	\$5.00
Color Photos or Copies (each photo or page):	\$5.00

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.

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