

**CIRCUIT COURT JUVENILE DIVISION  
RECORD SEARCH OR COPY REQUEST FORM**

**NOTE: PAYMENT DUE UPON REQUEST – NO REFUNDS**

<b>COURT RECORD SEARCH REQUEST:</b>	<b>COURT RECORD COPY REQUEST:</b>
\$10.00 Computer Search (phone or in-person) <b>CS ONLY</b>	\$5.00 for first 20 pages – PER case number
\$20.00 Paper Record Search	\$0.50 for each additional page
	\$5.00 per certification – PER case number

*Each point is considered a separate case number.  
If you need copies from multiple points, you will be charged a copy fee per point*

Certified Copy? \_\_\_\_\_ YES or \_\_\_\_\_ NO

CASE NUMBER(S) (IF KNOWN) \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ D.O. B: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ D.O. B: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ D.O. B: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ D.O. B: \_\_\_\_\_

SPECIFIC INFORMATION REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REQUESTOR'S INFORMATION**

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE NUMBER TO BE REACHED AT: \_\_\_\_\_

HOW WOULD YOU LIKE TO RECEIVE YOUR RECORDS? \_\_\_\_\_ BY MAIL or \_\_\_\_\_ PICK UP

***PAYMENTS CAN BE MADE WITH CASH, CASHIER'S CHECK OR MONEY ORDER – NO PERSONAL CHECKS***

AMOUNT PAID: \$ \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ CLERK'S INITIALS: \_\_\_\_\_

**IMPORTANT NOTICE**

The Circuit clerk and employees of Strickland Youth Center, Mobile County are NOT responsible for any errors in the information supplied and are not liable for any disclosure of said information. This office provides records from Strickland Youth center, Mobile County, Alabama ONLY and cannot supply Federal or Municipal records from other counties or states. The search of records fee applies even if the records search produces no results. There will be no refunds issued. **THERE IS A MINIMUM OF TWO WEEKS ON PROCESSING REQUESTS.** Copy requests not picked up after 60 days are disposed of. A new request and payment will have to be submitted for processing.

Requestors signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TO BE COMPLETED BY CLERK**

PROCESSED BY: \_\_\_\_\_ DATE REQUEST COMPLETED: \_\_\_\_\_ DATE MAILED: \_\_\_\_\_

DATE OF PICK UP: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_