



# SHARLA KNOX

DISTRICT CLERK  
DISTRICT COURT, MOBILE COUNTY  
MOBILE GOVERNMENT PLAZA  
205 GOVERNMENT ST  
MOBILE, AL 36644-2325

MICHELLE PATRONAS  
SUPERVISOR  
DISTRICT CRIMINAL/TRAFFIC  
205 GOV'T STREET RM 338  
MOBILE AL 36644-2338  
(251)574-8511

## REQUEST FOR RECORD SEARCH/COPY REQUEST

DATE: \_\_\_\_\_

1. List person's full name, date of birth, race/sex, social security number (and case number if known) for each person you are requesting a search (\$10 charge for computerized record check per name).

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2. Documents requested? Please check below. \$5.00 for copies up to 20 pages. .50 for each page over 20 pages.

- Case Action Summary (provides the disposition)  
 Sworn affidavit, Executed Warrant, Copy of Bond (circle which document or check for all)  
 Complete File

3. Do you need certified copies? If yes, specify which document needs certification. \$5.00 fee for each certified document. (entire record certified will be \$5.00 for certification)

\*\*\*THIS SECTION MUST BE COMPLETED TO PROCESS YOUR REQUEST\*\*\*

Your name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

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

Fees: Computerized records check **\$10.00 per name** Archived/records on microfilm-\$25.00

Copies (up to 20 pages) **\$5.00** each page over 20 pages **.50 cents per page** Each certification-\$5.00

\*\*\***MONEY ORDERS OR CASHIER'S CHECKS ARE ACCEPTED**\*\*\* **PERSONAL CHECKS WILL BE RETURNED TO YOU**

Fees must be paid in advance for all record searches. A self-addressed, postage paid envelope must accompany your payment. Please allow 2 weeks for processing. The payment of fees does not 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, effective January 1, 2007. The Circuit Clerk and employees of District Court Mobile County are not responsible for any errors in the information supplied and are not liable for any use or disclosure of said information. This office only provides records for Mobile County District Court.