



CLERK OF SUPERIOR & MAGISTRATE COURT

FILE REQUEST FORM

**72 HOUR DELIVERY FOR
OFF-SITE CASES**

Date: _____

Phone #: _____

Customer's Name: _____

CIVIL

Civil Action# _____

Plaintiff _____ vs.

Defendant _____

*****For child support request only*****

Child's Name: _____

CRIMINAL

Defendant's
Name _____

D.O.B.: _____

SSN: _____

Case #(s): _____

TYPE OF CIVIL DOCUMENTS

- Final Divorce Decree _____
- Name Change _____
- Child Support Order _____
- Settlement Agreement _____
- Final Order/Judgment _____

TYPE OF CRIMINAL DOCUMENTS

- Indictment _____
- Disposition _____
- Transcript (s) _____
- Warrant _____
- Successful Completion _____
- PTI Order _____
- Other _____

PURPOSE

Review File _____

Plain Copies _____

Certified Copies _____

NOTE: The fee for **certified copies** is \$2.50 for the first page and \$.50 for each additional page; **plain copies** are \$.50 per page.

*******FOR OFFICE USE ONLY*******

Date Requested: _____

Ordered by: _____

Clerk's Initial: _____

Pick Up Date: _____ after 2:30p.m.