

Greene County Circuit Clerk



Request for Records/Copies

If you would like to request a paper copy, audio recording or a transcript, please complete this form and send it to:
 Mail: **Greene County Circuit Clerk, 1010 Boonville, Springfield, MO 65802** or Fax: **Criminal/Traffic Cases -417-868-4186 or Civil/Domestic/Family Court Case - 417-868-4883. For questions please call 417-868-4074.**

Please note:

- Not all cases will have an audio recording or transcript, as this varies due to the different case types. These request require more time for processing than paper copies from a case. Processing times and costs will vary.
- Some cases will require photo I.D. before we can process the request. If you are requesting a document from a Domestic-Family Court case that was filed before September, 2009, you must attach a copy of your photo I.D.

REQUESTOR INFORMATION

Name:	Phone:		
Address:	City	State	Zip

CASE INFORMATION

Full Name of Person or Parties on case:	Other names case may be filed under:
Case Type: (Criminal/Traffic, Civil, Domestic/Family Court):	Case Number:
Date Hearing or Case was held:	Judge's Name or Court Room:
If known: Person or Parties: Birthdate & last 4 numbers Social Security Number	B/D: SSN:
Document's Requested:	

I am requesting: Non-Certified Copy-\$3.00 Certified Copy-\$5.00 Authenticated Copy-\$5.00
 CD-\$30.00 or Transcript-Prices will vary.

Payment & Shipping

Paper records/copies from a file:

I would like to pay by: Money Order Cashier's Check Credit/Debit Card. If you are paying by a Credit/Debit Card, our office will contact you by phone to receive payment. A third party convenience fee does apply. Copies will be sent within approximately 5 business days after the receipt of the request.

I would like to receive my paper copy request by: Mail (Add -\$1.00 Postage Charge). You may provide a self-addressed stamped envelope along with your request if you wish to avoid a \$1.00 postage charge.

Fax (Non-Certified Copies Only) Return Fax Number _____.

CD and Transcripts: Please call for details.

Note: Attorney's must E-file request.