

Greene County, Missouri Circuit Clerk's Office

REQUEST FOR RECORDS/COPIES

The following items are normally included in the record requests and vary by case type. If you would like to request a different item or additional items please write those in the space provided below.

***Criminal Case** - Charging documents, guilty plea/plea agreement, disposition/judgment and any amendments to any of the listed items.

***Civil Case** – Judgment

***Domestic Case**- Judgment and modifications if applicable.

* **Entire Case** – All documents, all filings from Attorneys, all filing from Pro Se Parties, etc.

- **COSTS: 25 cents per page for regular copies or**
- **+ \$3.00 per document Certified OR + \$6.00 per document Authenticated**
- **plus \$1.00 to mail or you may provide a self-addressed stamped envelope**

Requestor's Name (Person or Business) _____

Phone Number (____) _____

Select case type:

Criminal Case

Civil Case

Domestic/Family Case

Entire Case

Select type of copies:

Non-Certified

Certified

Triple Authenticated

Name of Petitioner: _____

Name of Defendant/Respondent _____

Case Number(s): _____

Additional item(s): _____

Select preferred method for the return of requested documents

*Address for mailing: _____

*Email _____

Payment Method: Cash Credit/Debit Card Money Order/Cashier's Check

* A third-party convenience fee applies to all credit/debit card payments* No Personal Checks Accepted*

Record request may be submitted in person, by mail, or email

Address: Greene County Circuit Clerk's Office, 1010 N. Boonville Ave, Springfield, MO 65802

Email: gre.copyrequest@courts.mo.gov

*****All Missouri Attorneys must E-file their requests to each case via secure Case.net*****

For additional information (417) 868-4074