

Records Request

Copy fees can be found at www.marioncountyil.gov/circuit-clerk or in the clerk's office

REQUESTOR INFORMATION

Date: _____

Requestor's Name: _____

Requestor's Phone: _____

Requestor's Mailing Address: _____

Requestor's Email: _____

CASE INFORMATION

Case Number: _____

Title of Requested document: _____

Date requested document was filed: _____

If you would like your document certified, additional fees apply. Please check the box below to indicate if you would like your document certified.

_____ I would like the clerk to certify my document (additional fees apply)

How would you like your document received: (Check One)

_____ By Email (at the email address listed above)

_____ By Mail (Requestor must also pay postage fees prior to documents being mailed)

_____ In-person (Requestor will pick up at Circuit Clerk's office)

If you do not know your case information or document information, the clerk's office can search our records for you. The cost to have the clerk's office search court records that are not automated is \$6.00/year for each year searched or you can search the records for free in the clerk's office.

Additional Record Information not included above:

***Payment for copies of records must be received before records are released.** A clerk will contact you when processing your request to advise you of the total cost of your request. Thank you!