

# Request for Access to Public Court Records

Valid reasons for reviewing public records must be provided in order that we may analyze the efforts needed to maintain certain public records. Valid reasons for reviewing the court's public records must also be provided to ensure that these records are safeguarded and to ensure that public employee time is not wasted.

**I request to review the following public court records of the Municipal Court of the City of Saraland:**

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**The reason(s) that I desire to review these records is/are:**

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**This request to review the aforementioned public court records of Saraland Municipal Court is made by: (Please print your name, address, and telephone number.)**

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Effective May 1, 2007, in compliance with the Administrative Office of Courts, the copy rate will be \$5.00 for 1 to 20 pages and \$.50 for each additional page. There is an additional \$5.00 fee for certification, and a \$25.00 locate/archive fee for closed and archived cases.

Please check one of the blanks below:

\_\_\_\_\_ Requesting a non-certified copy

\_\_\_\_\_ Requesting a certified copy

**I agree that I shall not cause harm or damage to any public court record. I agree that these records will not be removed from the city's premises at any time. I also agree that I shall return all public records to the Saraland Municipal Court official who is designated as the custodian of the aforementioned public court records.**

\_\_\_\_\_  
Signature of Person Making This Request

\_\_\_\_\_  
Date