

RECORDS REQUEST

State Court of Chatham County, Georgia

400 W. Oglethorpe Ave., Ste. 127 Savannah,
Georgia 31401

www.statecourt.org · (912) 652-7224

Data is available on the Internet and Public Access Terminals in the Clerk's Office. Additional CIVIL information is available by request or self-service lookup at the Clerk's Office; CRIMINAL information is available upon request. Fees are required for each search and / or other service requested. Fees may be paid in cash, cashier's check, money order, business check or VISA / MasterCard or Discover if handled at the Clerk's Counter. If by mail, fees may be paid with cashier's check, money order, or business check. Personal checks are not accepted.

E-mailed request require payment in person or by mail prior to document(s) being released.

Record Search Fees: a. Simple record search (One individual / case, either Civil or Criminal).....\$3.00
b. Copies of found materials (Per page copied).....\$1.00
c. To certify a single document.....\$2.50.....each additional page..... .50

Civil Records: Case

Party Name:

Entire Case file

Specific Document (A pleading, return of service, judgment, etc. as described below:)

Criminal Records (Include whatever information you may have for each search requested)

NAME	CASE#	DATE OF BIRTH	SEX	RACE

Please copy the entire file

Copy Selected Documents Only:

Accusation

Negotiated Plea Offer

Criminal Warrant(s)

Sentence Order

Defendant's Motion(s)

Traffic Citation(s)

Other

Please Provide: Simple Copies Only Certified Copies

For pick-up By US Mail By Fax to _____ Date required _____

Special Requirements or Comments:

Many court records are stored at off site locations and may require up to five business days to retrieve.

Requesting person or agency:

Name

Address

City

State

Zip

Phone #

Fax #

Fax Criminal record request to (912) 652-7241 Fax Civil record request to (912) 652-7229
Complete this form, save it to your computer and then mail, fax or e-mail to: clerk@statecourt.org