

KATHY COULTER
Clerk of Circuit Court
Russell County, Alabama



501 14TH Street
Phenix City, AL 36867
334-298-0516

**REQUEST FOR COURT DOCUMENT
SEARCHES AND/OR COPY FEES**

Copies of Court Orders are forwarded to all parties or their attorneys, if represented by counsel, at the time they are filed in the clerk's office. To receive additional copies of circuit or district court pleadings or files, complete the request form on the reverse side of this document and return it to the Office of the Russell County Circuit Clerk with applicable fees.

TYPE OF SEARCH	AMOUNT
Pending cases (Parties to case only)	No Fee
Archived records (Non-pending Cases)	25.00
Copies - up to 20 pages – each additional copy .50 cents	5.00
Certification of document	5.00
Certification - Record Check	25.00

Personal checks not accepted.
Requests by mail must include money order.
Mail to:
Russell County Circuit Clerk
501 14th Street, Phenix City, AL 36867

Please be advised that the attached request form must be hand delivered or mailed to the circuit clerk's office, with applicable fees, prior to a search by my office. Due to layoffs and minimal staffing by the State of Alabama, requests may take up to 30 days to process.

Faxed requests not accepted. Fees must be paid at time of request.

For a more immediate response, visit <https://pa.alacourt.com>.

All non-confidential court records are open for inspection and may be accessed, free of charge, on the public computer located in the lobby of the Russell County Judicial Center, 501 14th Street, Phenix City, Alabama. The public computer may be used during regular business hours of the Judicial Center.

REQUEST FOR COURT DOCUMENT SEARCH AND/OR COPIES

RUSSELL COUNTY, AL

DATE: _____

SUBMIT SEPARATE FORM FOR EACH REQUEST WITH PAYMENT.

Specify exactly what you need:

Information Copies

Identifying Information i.e., Name(s), Alias, DOB, Last 4 digits of SS#: _____

Case Type and/or Charge: _____

Approximate year(s) and Case Number(s), if known: _____

Certification required?

Yes No

Request delivery of documents by?

USPS EMAIL
 PICK-UP

USPS: Postage paid envelope must be provided for return.

EMAIL: Note: Certified copies cannot be emailed.

PICK-UP: Upon completion, requestor will be notified for pick-up.

Contact information of individual requesting record search and/or copies:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number(s): _____

Email Address: _____

The Circuit Clerk and employees of the Circuit Clerk are not responsible for errors in the information supplied and are not liable for any use or disclosure of said information. This office maintains Russell County Circuit and District Court records only and cannot supply Federal or Municipal records or records from other counties or states.