

**JODY SELLERS**  
Clerk of Circuit Court  
Russell County, Alabama



501 14<sup>TH</sup> Street  
Phenix City, AL 36867  
334-298-0516

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

<b>TYPE OF SEARCH</b>	<b>AMOUNT</b>
Computerized (Cases filed after January 1, 2005)	10.00
Archived records (Cases filed prior to January 1, 2005)	25.00
1-20 pages	5.00
Each additional page	.50
Certification	5.00

To receive 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.

<b>FEE SUMMARY</b>	-	<b>REQUEST FOR</b>
➤ \$15.00	-	Cases filed after January, 2005
➤ \$30.00	-	Cases filed prior to January, 2005
➤ \$ 5.00	-	Copy of SJIS Case Information (per case)
➤ \$ 5.00	-	Copy of SJIS Payment History (per case)

***(Additional \$5.00 for each certification)***

If you are uncertain of the year the case was filed, you should send maximum amount. You will be refunded any overpayment. Request by mail must include money order. Cash accepted for requests made in person. (Personal checks not accepted.)

Russell County Circuit Clerk  
501 14<sup>th</sup> Street  
Phenix City, AL 36867

*(Request form on back)*

**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

*You will be contacted upon  
completion of search 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 any 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.*

\_\_\_\_\_  
**Requests must be submitted on this form.  
Please allow one week from date of request.  
Cases prior to 1977 may take additional time to research.  
Search fees apply even if the record search produces no results.**