

**ALEXANDER COUNTY CIRCUIT CLERK
RECORDS REQUEST**

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 will apply. Please indicate below.

Yes, I would like my document certified. (Additional fee)

No, I do not wish to have my document certified.

How would you like to receive your documents? Please indicate below.

By email (email address listed above)

By mail (additional fees apply)

In person Requestor will pick up copies at the Circuit Clerks office.

If you do not know your case number or document information the Circuit Clerk can do a record search for an additional fee.

Additional information not included above: _____

ALL PAYMENTS MUST BE RECEIVED BEFORE REQUEST IS FULFILLED

Payments can be made in person or by calling (877)222-4668, using county code 127102 and purpose being "copies".