Archives Division

The Clerk's Archives Division building is located at 6444 Open Rose Drive and open to the public from 8:00 AM to 4:30 PM (central time), Monday – Friday.

Archives Division can assist with providing **public** records requests. If you would like to fill out a request form please go to this link:

http://oncoreweb.srccol.com/srccol/Request%20for%20Copies%20or%20Viewing%20of%20Court%20Records.pdf

Once you have completed the form, you can email the form to us. If you need further assistance, please call 850 626-0113 or fax 850 983-3617 or e-mail: archives1@flcjn.net

The production of public documents in the State of Florida is governed by the Florida Statutes, the Public Records Law and the Florida Rules of Judicial Administration.

The law governing public records provides that the custodian of a public record shall permit inspection and examination, at a reasonable time, under reasonable conditions and under the supervision by the custodian. Requests to search the records for activity in prior years are also governed by Chapter 28 (www.leg.state.fl.us/statutes)

Archives Division cannot assist with Juvenile or Adoption records. You must be a party to these cases before information can be provided to you. To obtain information, you must go to the Family Law/ Juvenile departments and present ID.

The clerk is prohibited by law from providing any legal advice. For legal advice, we encourage you to contact an attorney of your choice.

What type of case records can be accessed/viewed through the Archives division?

The Archives Division stores the case records for the Clerk of the Circuit Court.

Archives retrieves the Clerk's records as needed for all departments, preserves historical records, provides help to the public researching these documents and provides for the orderly scheduling, microfilming/scanning and destruction of records as provided by law.

The Clerk's Office is committed to the preservation of historical records and takes an active role in maintaining them for their historical value and enjoyment for future generations.

The following is a sample of the records, which can be accessed through the Archives Division:

- Circuit Criminal (Felony)
- County Criminal (Misdemeanor and Traffic)
- Circuit Civil
- County Civil
- Small Claims
- Probate
- Family Law

- Circuit Court Minutes docket books (1869-1990)
- Civil Progress Docket books
- Marriage License (1869 present)
- Cemetery books
- Milton Newspapers
- Marks and Brands
- Medical Certificates

The information required for searches is:

- Civil The name of Plaintiff or Defendant, The year of the case
- Criminal Cases The defendant's name, date of birth, and year of the case
- Probate individual's name and the year of the case
- Marriage License the Groom's full name, the Bridge's name at the time of the marriage application, and the year of the marriage (Note: The marriage license must have been obtained in Santa Rosa County.)

The fees are:

- \$2.00 per year searched
- \$1.00 photocopy per page of a document
- \$2.00 per certification of a document
- \$7.00 per exemplification of a document

Acceptable forms of payment:

- Cash
- Checks Personal, Business, Cashiers and Travelers made payable to the Clerks of Courts
- Money Orders U.S.
- Credit Cards Visa, MasterCard, Discover, American Express
- Escrow account (established through Records Division, 850-983-1966)

The address where you can mail your request is:

Archives Division
Donald C Spencer
Santa Rosa County Clerk of Courts & Comptroller
P O Box 472
Milton, Florida 32572

If sending a request by mail, include a stamped, self-addressed business envelope. Please allow a minimum of one (1) week for a response.