

**SANTA ROSA COUNTY CLERK OF COURTS AND COMPTROLLER**

**REQUEST FOR COPIES OR VIEWING OF COURT RECORDS**

Per Fla. R. Jud. Admin 2.420(m)

Name: \_\_\_\_\_ Check if applicable:  Attorney of Record  
 Party to the Case  
Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Today's Date: \_\_\_\_\_ I want to  view the file or  copies from the file.

The document(s) I want to view or have copied are as follows:

Case Number: \_\_\_\_\_  
Name: \_\_\_\_\_

- Arrest Report
- Information
- Judgment/Sentence
- Entire File
- Other \_\_\_\_\_

I understand that I will be charged in accordance with §28.24 *Florida Statute*, as follows:

- Hard copies not more than 14 inches by 8 ½ inches - \$1.00 per page
- Certified copies of an instrument - \$2.00 each
- All other charges pursuant to statute

When the document(s) are ready for viewing or pick-up, please contact me via  phone or  email.

Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

*If my request includes records containing confidential information as defined by Fla. R. Jud. Admin. and I am an attorney of record or party to the case, I have presented identification in person or my signature below has been notarized.*

- My request is in person and I presented \_\_\_\_\_ as photo identification.
- My request is via mail or email and my signature below is notarized.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The forgoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_, who  is personally known to me or  has produced a driver's license  
as identification.

\_\_\_\_\_  
NOTARY PUBLIC STATE OF FLORIDA

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

- Mailed
- E-mailed
- Picked-up