

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI DEPARTMENT OF CIVIL RECORDS – COPY REQUEST FORM

All Fields Must Be Completed – Incomplete requests will not be processed.

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Today's Date _____ Requestor's Name _____
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Name on Case _____ vs. _____
Case Number _____ (required for all cases after 1989)

Documents Requested: (Be sure to list **document name** and **date of filing**)

1. _____ Certified
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Legal File Requests:

- If you are requesting a legal file, please attach the circuit court docket sheet and highlight all of the documents you are wanting copied.
- Please allow at least 3 weeks processing time for all legal file requests (for The Court of Appeals).

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**All information listed on this form will become part of the court's case record and may be viewable by the public.