

**Department of Criminal Records
16th Judicial Circuit Court, Jackson County, Missouri**

COPY REQUEST FORM

**Attn: Missouri licensed attorneys are required to submit all filings,
including copy requests, through the OSCA E-filing system.**

Attn: All government agencies are required to submit copy requests by email.

CRMKCCopyRequests@courts.mo.gov

1315 Locust
Kansas City, Missouri 64106

CRMINCopyRequests@courts.mo.gov

308 W Kansas, Suite 127
Independence, Missouri 64050

Reminder: Most records can be accessed through [Casenet](#)

FEES: Fees for electronic, digital, and/or paper copies are \$.30/page from “standard” files (criminal = less than 5 years old; traffic = less than 2 years old); \$5.00/1st page + \$.50/additional pages from “archived” files (criminal = more than 5 years old; traffic = more than 2 years old). Fees for audio copies of trials are \$25.00 per recording. Additional fee for certification is \$4.00 per document/recording; additional fee for authentication is \$6.00 per document/recording. Requestor will be notified of estimated fees; payment must be received before requests are processed. Please allow 10-14 business days after receipt of payment for processing.

Date _____ Requestor name _____

Requesting agency (if applicable) _____

Requestor telephone number _____ Requestor email (Required) _____

For delivery of copies provide complete contact information for electronic/digital delivery.

Case number _____ (*Only one case number per request form; **will not** be processed without case number.)

Defendant name _____

Defendant Social (last 4 digits only) _____ Defendant Birth Year (last 2 digits only) _____

Charge(s) _____ Year of charge(s) _____

Check all that apply to your request:

- | | |
|---|--|
| <input type="checkbox"/> Complaint/Information/Indictment | <input type="checkbox"/> Audio Recording of Trials *(see Special Instructions) |
| <input type="checkbox"/> Probable Cause | <input type="checkbox"/> Sentence / Judgment |
| <input type="checkbox"/> Certification | <input type="checkbox"/> Authentication |
| <input type="checkbox"/> Entire File | |
| <input type="checkbox"/> Written Transcript – Associate Level (\$250 deposit to order. The court will contact requester with exact cost once determined by Central Transcribing). | |
| <input type="checkbox"/> Written Transcript – Circuit Level (must contact the Court Reporter for the division where the case was heard) | |
| <input type="checkbox"/> Other (Specify) | |

Special Instructions: (* Audio Recording of Associate level trials – Please complete separate audio request form located on the website)

NOTE: Criminal case information may be obtained at www.courts.mo.gov/casenet. General records or background searches will not be processed; for additional case information or for a general records search, please contact: Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, Missouri, 65102. Phone: (573) 526-6153, fax: (573) 751-9382; email: mshpcjis@mshp.dps.mo.gov