

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

**COPY REQUEST FORM**

*(General Use – Not for use by Missouri-licensed Attorneys)*

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1315 Locust  
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**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 \_\_\_\_\_

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*Indicate below preferred method for delivery of copies and provide complete contact information; electronic/digital delivery is encouraged for documents but is not optional for audio.*

Requestor email \_\_\_\_\_

Requestor address \_\_\_\_\_  
\_\_\_\_\_

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:*

**Complaint/Information/Indictment**       **Audio Recording Only** \* (see Special Instructions)

**Probable Cause**       **Written Transcript** (specify below)

**Sentence / Judgment**       **Certification**

**Entire File**       **Authentication**

**Written Transcript – Associate Level** (\$250 deposit to order. The court will contact requester with exact cost once determined by Central Transcribing).

**Written Transcript – Circuit Level** (must contact the Court Reporter for the division where the case was heard).

**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](http://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](mailto:mshpcjis@mshp.dps.mo.gov)

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