



Department of Criminal Records

16TH JUDICIAL CIRCUIT, JACKSON COUNTY, MISSOURI

Copy Request Form

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

File Stamp

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Kansas City, Missouri 64106

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Independence, Missouri 64050

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
Requestor Phone Number	

Indicate preferred method for delivery of copies below and provide complete contact information. Electronic/digital delivery is encouraged for documents but is not optional for audio. Then, provide the defendant’s confidential information on page 2.

<input type="checkbox"/>	Requestor E-mail	
<input type="checkbox"/>	Requestor Address	

Only one case number per request form; will not be processed without case number.

Defendant Name	Case Number
Charges	Year of charge(s)

Check all that apply to your request:

- Complaint/Information/Indictment**
 - Probable Cause**
 - Certification**
 - Entire File**
 - Written Transcript – Associate Level** (\$250 Deposit to order. The court will contact requestor with exact cost once determined by Central Transcribing.)
 - Written Transcript – Circuit Level** (Must contact the Court Report for the division where the case was heard.)
 - Other (Specify):** _____
- Audio Record of Trials** *(See special instructions)
 - Sentence/Judgement**
 - Authentication**

Special Instructions: *(Audio Recording of Associate Level Trials - 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 background check related questions, please contact Missouri State Highway Patrol, Criminal Justice Services Division, Records Check Processing Unit, P.O. Box 9500, Jefferson City, Missouri, 65102. Phone: (573) 526-6153 option 3; or the Missouri Automated Criminal History System website at www.machs.mo.gov or any background check related questions can be email to machs@mshp.dps.mo.gov



**Department of Criminal Records
IN THE 16TH JUDICIAL CIRCUIT, JACKSON COUNTY, MISSOURI**

**Copy Request - Personal Identifying Information Sheet
Confidential Document**

Instructions for Requestor

This information sheet is for court personnel use only and shall be filed with the copy request. This is a confidential document as it contains the defendant's personal identifying information.

Provide the information below to complete your copy request.

Defendant Name	
Defendant Social Security Number (Last 4 digits only)	Defendant Birth Year