

Greene County, Missouri Circuit Clerk's Office

REQUEST FOR RECORDS/COPIES

The following items are normally included in the record requests and vary by case type. If you would like to request a different item or additional items please write those in the space provided below.

***Criminal Case** - Charging documents, guilty plea/plea agreement, disposition/judgment and any amendments to any of the listed items.

***Civil Case** – Judgment

***Domestic Case**- Judgment and modifications if applicable.

***Probate Case**- Document will vary depending on specific Probate case type.

* **Entire Case** – All documents, all filings from Attorneys, all filing from Pro Se Parties, etc.

• **COSTS: 25 cents per page for regular copies or • + \$3.00 per document Certified OR + \$6.00 per document Authenticated • plus \$1.00 to mail or you may provide a self-addressed stamped envelope**

Requestor's Name (Person or Business) _____

Phone Number (_____)

Select case type:

.....**Criminal Case** **Civil Case** **Domestic/Family Case** **Probate Case** **Entire**

Select type of copies: **Non-Certified** **Certified** **Triple Authenticated**

Name of Petitioner: _____

Name of Defendant/Respondent _____

Case Number(s): _____

Additional item(s): _____

Select preferred method for the return of requested documents

***Address for mailing:** _____

***Email** _____

Payment Method: **Cash** **Credit/Debit Card** **Money Order/Cashier's Check**

* A third-party convenience fee applies to all credit/debit card payments* No Personal Checks Accepted*

Record request may be submitted in person, by mail, or email

Address: Greene County Circuit Clerk's Office, 1010 N. Boonville Ave, Springfield, MO 65802

Email: gre.copyrequest@courts.mo.gov

***** All Missouri Attorneys must E-file their requests to each case via secure Case.net*****

For additional information (417) 868-4074 and ask for the Records Section.