



Greene County Circuit Clerk
State of Missouri, 31st Judicial Circuit
Judicial Courts Facility
1010 N. Boonville Avenue
Springfield, MO 65802
(417) 868-4074



Thomas R. Barr
Circuit Clerk

Renee L. Edge
Chief Court Operations Manager

Prepaid Copy Account Information and Form

The Greene County Circuit Clerk's Office allows for the option to open a prepaid copy account. This process has been set up to help defray the operating cost of the court and to provide a service to its customers.

The following are the steps necessary to open and maintain your prepaid account.

1. An authorized individual must complete the Prepaid Accounting form below and return it along with your initial deposit of \$50.00 in the form of a business check or money order.
2. All Requests must include the Copy Cover Sheet or Account number listed in email.
3. Costs for returning information to you via email is .25 per page. Certified Copies are an additional \$3.00 per document certified. Triple Authenticated Copies are an additional \$6.00 per document triple authenticated.
4. You will be provided with your Account Number upon receipt of your initial deposit.
5. The Clerk's Office will email the authorized individual when the account becomes low (\$10.00 or less) on funds. If an account goes into the negative, it could be grounds for closing the account.
6. To request a copy of a document(s) you must use a Copy Cover sheet which can be found by selecting Forms from the menu options of this website or you must include your account number in your email.
7. Please print or type forms.
8. This account can be used to pay for copies and certified seal in the Circuit Clerk's Office.

**Greene County Circuit Clerk
Prepaid Accounting Form**

INSTRUCTIONS

1. Submit Completed Form and business check/money order for \$50.00

2. By Mail or hand deliver to: **GREENE COUNTY CIRCUIT CLERK**
 1010 N. BOONVILLE
 SPRINGFIELD, MO 65802

Date _____

Organization Name: _____

Authorized Individual: _____

Physical Address: _____

Mailing Address: _____

E-Mail Address: _____

Phone Number: _____

I have read and understand the Copy Account Information sheet.

Authorized Individual, Signature

Date received at Circuit Clerk's Office _____

Date account created _____ Amount Deposited _____

Account number _____