

MOBILE MUNICIPAL COURT RECORD REQUEST FORM

Submit to: Mobile Municipal Court Clerk's Office | 205 Government Street, Mobile, AL 36602

Phone: (251) 208-7741 | Fax: (251) 208-7901 | Hours: Mon-Fri 8:00 AM - 5:00 PM

SECTION 1 - REQUESTOR INFORMATION

Full Name (Last, First, MI): _____ Date of Birth: _____

Current Address: _____ Apt / Unit #: _____

City: _____ State: _____ ZIP Code: _____

Daytime Phone: _____ Email Address: _____

Attorney / Firm (if applicable): _____ Bar Number: _____

SECTION 2 - SUBJECT OF RECORD (COMPLETE IF DIFFERENT FROM REQUESTOR)

Subject Full Name (Last, First, MI): _____ Date of Birth: _____

Subject Address: _____ Subject Phone: _____

Relationship to Requestor: _____ Driver's License / State ID #: _____

SECTION 3 - CASE / CITATION INFORMATION

Case / Docket Number: _____ Citation / Ticket Number: _____

Offense / Charge Description: _____ Offense Date (MM/DD/YYYY): _____

Arrest Date (if applicable): _____ Court Hearing Date (if known): _____

Judge / Division (if known): _____

Arresting Agency / Officer Name (if known): _____

SECTION 4 - TYPE OF RECORD(S) REQUESTED

Select all that apply:

- ☐ Case File / Docket Sheet ☐ Disposition / Judgment Record ☐ Traffic Citation Record ☐ Arrest Record
- ☐ Court Appearance / Hearing Transcript ☐ Complaint / Charging Document ☐ Sentencing Record
- ☐ Payment / Fine History ☐ Warrant Information ☐ Expungement Records ☐ Other (specify): _____

Other - Please Specify: _____

SECTION 5 - TIME PERIOD & DELIVERY PREFERENCE

Records Needed From (MM/DD/YYYY): _____ Records Needed Through (MM/DD/YYYY): _____

Preferred Delivery Method:

- ☐ Pick Up (in person) ☐ U.S. Mail ☐ Email / Electronic ☐ Fax ☐ SAPS Legal Secure Portal

Delivery Address / Email / Fax (if different): _____ Attn: _____

SECTION 6 - PURPOSE OF REQUEST

☐ Personal Use / Review ☐ Legal Proceeding ☐ Employment Background ☐ Insurance / Bonding
☐ Expungement / Sealing Petition ☐ Appeals / Post-Conviction ☐ Immigration Matter ☐ Other

Brief Description of Purpose: _____

SECTION 7 - FEES & PAYMENT

FEE SCHEDULE: Standard fee: \$0.25 per page for paper copies; \$5.00 minimum per request. Certified copies: \$5.00 per document. Expedited processing (within 3 business days): +\$15.00. Fees subject to change. Checks payable to: City of Mobile Municipal Court.

Estimated Pages Requested: _____

Payment Method: _____

☐ Cash (in person only) ☐ Check / Money Order ☐ Credit / Debit Card ☐ SAPS Legal Account

Check / Money Order Number (if applicable): _____

SECTION 8 - IDENTIFICATION & AUTHORIZATION

REQUIRED: valid government-issued photo ID is required with every request. If requesting records on behalf of another individual, a signed authorization or court order must accompany this form. SAPS Legal clients: your firm's authorization letter satisfies this requirement.

ID Type Presented: _____

ID Number (last 4 digits): _____

ID Issuing State / Authority: _____

ID Expiration Date: _____

Authorization Attached (if requesting on behalf of another):

☐ Signed Authorization Letter ☐ Power of Attorney ☐ Court Order ☐ SAPS Legal Client Authorization

SECTION 9 - CERTIFICATION & SIGNATURE

I hereby certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that providing false information to obtain court records is a criminal offense under Alabama law. I acknowledge that records obtained through this request are subject to applicable use restrictions and confidentiality requirements, and that SAPS Legal assumes no liability for the use of records obtained herein. I authorize the Mobile Municipal Court Clerk's Office to release the described records to the named requestor.

Requestor Signature: _____

Date: _____

Printed Name: _____

Title / Capacity: _____

FOR OFFICE USE ONLY - DO NOT WRITE BELOW THIS LINE

Request Received By: _____

Date Received: _____

Request #:

Fee Collected (\$): _____

Receipt #: _____

Processing Due Date: _____

Records Located: _____

Pages Provided: _____

Completed By: _____

Date Completed: _____

Disposition: ☐ Fulfilled ☐ Partially Fulfilled ☐ Denied - No Record Found ☐ Denied - Confidential / Exempt