



Madison County Records Center
Instructions for Circuit Court Records Copy Request Form
(PLEASE READ BEFORE COMPLETING FORM)

Please use the reference information you obtained via e-mail or over the phone to complete the following form. If you have yet to acquire this information, please e-mail the Madison County Records Center at crecords@hmcpl.org or call 256-532-2347.

When requesting copies of Circuit Court records, there are two options:

- **Option 1: Non-certified copies.** \$1.00 per page fee. For page count, contact MCRC.
Acceptable Forms of payment:



Make check or money order **payable to: Judge of Probate**. Include a daytime phone number on checks.

- **Option 2: Certified copies.** \$1.00 per page fee listed in Option 1, **plus** a separate \$5.00 fee per certification.
Acceptable Forms of payment for **per page fees** are the same as **Option 1**. However, there is only one acceptable payment for **certification**:



Make **money order payable to: Jane Smith**

If you choose to pay both fees with money orders, you must pay with two separate money orders, one payable to: Judge of Probate (for the per page fee) and one payable to: Jane smith (for the certification).

If paying per page fee via credit or debit over the phone, we still must wait until we receive your payment for the certification before getting it certified.

If paying via check or cash (see Options 1 & 2 above), send payment with form to:
Madison County Records Center
ATTN: Records Request
915 Monroe Street **(PLEASE ALLOW 5-7 BUSINESS DAYS)**
Huntsville, AL 35801

If paying via credit or debit card (See Options 1 & 2), please download the form, complete, and e-mail to crecords@hmcpl.org, *Subject line: Records Request*. Call 256-532-2347 to submit payment over the phone.

NOTE: Madison County does not accept credit or debit cards, but we are able to provide this service thanks to IMS Enterprises, Inc., an internet company. There is a **3% processing fee** added to the total of each transaction. None of this fee is kept by the county. Please do not use your credit/debit card unless you are willing to pay this fee.

Payment must be received **before** MCRC will process your records request.

The Madison County Records Center and its employees are not responsible for any errors in the information supplied and are not liable for any use or disclosure of said information. This office provides archived official court records of Madison County and cannot provide information regarding any other county or state. MCRC employees are not professional genealogists, historians or researchers and do not perform open-ended search requests.

MADISON COUNTY RECORDS CENTER
REQUEST FOR COPIES OF CIRCUIT COURT RECORDS
(Please submit ONE form per EACH record request)

THIS FORM MUST BE COMPLETED AND ACCOMPANIED BY THE APPROPRIATE PAYMENT
BEFORE MCRC STAFF WILL PROCESS YOUR REQUEST.

DATE: _____

REQUESTED INFORMATION:

TYPE OF RECORD REQUESTED: _____

NAME(S): _____

YEAR: _____

REFERENCE NUMBER (CASE NO.): _____

PAGE COUNT: _____

NUMBER OF COPIES REQUESTED: _____

IS CERTIFICATION REQUIRED?

YES

NO

(Place an "X" in the appropriate box)

CONTACT INFORMATION OF INDIVIDUAL REQUESTING COPIES:

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DAYTIME PHONE NUMBER (IN CASE OF A PROBLEM OR QUESTION): (_____) - _____

E-MAIL ADDRESS (FOR NON-LOCAL INDIVIDUALS): _____