

**JEFFERSON COUNTY DISTRICT COURT
REQUEST FOR INFORMATION**

The following information is necessary for us to process the data from the Judicial Information System, or from our in-house, hard copy files. The following must be completed prior to any information released.

Your request is subject to approval under the provisions of the JISCR 15, the JISC DATA DISSEMINATION POLICY, and the local Data Dissemination Policy and Procedures. Upon approval, the request will be reviewed to determine if any special program is needed, and to determine the length of time needed by the Court to answer your request. If a special program needs to be written, a programmer will receive a copy of your request and may need to contact you. There will be a charge for any programmer services. There will be a charge for copies of a court file, unless you are personally involved in the case.

NAME: _____

ADDRESS: _____

PHONE: _____ FAX: _____

INFORMATION REQUESTED (provide as much detail as possible)

If this information concerns a named individual, please give necessary identify information

NAME _____ DOB _____ CASE# _____

DATE INFORMATION NEEDED _____

I CERTIFY UNDER PENALTY OF LAW, THAT ALL THE INFORMATION SUPPLIED ABOVE IS TRUE AND COMPLETE DESCRIPTION.

_____, 20_____
Name Date

Be advised that every effort will be made to fill your request as soon as practicable, but the routine duties of the clerks and everyday business of the court must take priority.