

**JAN HYLAND DAIGRE
WARREN COUNTY CIRCUIT CLERK**

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**WARREN COUNTY CIRCUIT CLERK
RECORDS REQUEST FORM**

NAME _____

CASE NUMBER (REQUIRED) _____

EMAIL TO SEND RECORDS _____

RECORDS REQUESTED (MUST SPECIFY) _____

YOU ARE LIMITED TO FIVE (5) DOCUMENTS PER REQUEST.

**THE CIRCUIT CLERK DOES NOT HAVE TRANSCRIPTS. YOU MUST CONTACT
THE COURT REPORTER FOR THOSE.**

THE CIRCUIT CLERK HAS 14 DAYS TO COMPLY WITH THIS REQUEST.

CHARGES START AT \$15.00 PER HOUR AND WE CHARGE \$1.00 PER PAGE.

**YOU MUST SEND A SELF-ADDRESSED STAMPED ENVELOPE LARGE ENOUGH
TO RETURN ALL REQUESTED DOCUMENTS.**