



# Court Document Request / View Form

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Clerk of the Circuit Court & Comptroller

Walton County, Florida

Instructions: You may utilize this form to request copies of court documents or to view copies of court documents filed within Walton County cases. **Email completed form to [ClerkRecords@WaltonClerk.com](mailto:ClerkRecords@WaltonClerk.com)**, or fax to (850)892-8017. Hours of Operation: **Walk-In Customers:** Monday - Friday 8:00 am – 4:30 pm, with the exception of courthouse observed holidays. **Processing Time** can take up to 3 business days, depending on the volume of the case(s) requested, once the request is received.

## Fill out the Requestor's Contact Information section:

Date of Request:  Requestor's Name:

Agency/Company Name:

Contact Phone#  Email:

Address:

City:  State:  Zip Code:

## Court Case Information:

Party's Name:  Date of Birth:

**Select File Type:**  Circuit Civil  County Civil  Family  Felony  Probate  Traffic & Misdemeanor  
 Domestic Violence [Please contact the Criminal Division for Sealed or Expunged Case instructions.]

**Select Reason for Request:**  Clemency  Immigration  General Information  Licensing  
 Other

**Request Type:**  Copies only  Certified Copies

**Cost and Payment methods: We will notify you of cost prior to processing the request.**

**Copy fee:** \$1.00 per page

**Search fee:** \$2.00 per year case has to be searched

**Certification fee:** \$2.00 per document

**Payment Methods:** Cashier's check, Personal check, Money Order, Credit Cards or Cash accepted.

Case Numbers	Form Types: Disposition, Judgment, Sentence, Order of Probation, Docket Sheet, Information Sheet, Arrest Report, Complaints, Dissolution of Marriage, Wills, Mortgage Doc's and/or Other

## Fax or email completed form to:

Division	Email Address	Fax Number
Archives – Records	<a href="mailto:ClerkRecords@WaltonClerk.com">ClerkRecords@WaltonClerk.com</a>	(850) 892-8017

Archival Court Specialist Signature:

Date Request Completed: