

IN THE CIRCUIT COURT OF ST. LOUIS COUNTY, MISSOURI

21ST CIRCUIT

CONSOLIDATED MUNICIPAL DIVISIONS

REQUEST FOR COPIES

Plaintiff _____)
 (NAME OF MUNICIPAL COURT))
 Vs)
)
)
)
)
)
 Defendant full name _____

Date _____
 Date of Birth/Driver's License Number _____

TYPE OF REQUEST: (Cost includes up to 5 pages and clerk time to process)☐ CERTIFIED COPY \$5.00 PER CASE☐ REGULAR COPY \$4.00 PER CASE

If a case is confidential and you are not the defendant, you must provide a notarized original authorization of release letter from the person.

If there is an additional cost, you will be notified, and you must pay the balance before you receive the records.
 (Records requests will only be held for 30 days from the date above, and you will be required to file a new request.)

OFFENSE DATE	CASE NUMBER	DESCRIPTION
1.		
2.		
3.		
4.		

PLEASE COPY RECORDS FOR THE CASE(S) ABOVE:**Total Fee** _____☐ TICKET/COMPLAINT/
INDICTMENT/SUMMONS☐ DISPOSITION/PLEADING AND
JUDGMENT☐ INFORMATION REGARDING ATTORNEY
REPRESENTATION/WAIVER OF COUNSEL☐ DOCKET SHEET☐ WAIVER OF RIGHTS☐ ENTIRE FILE

Payment must be made in full in-person or by mail MONEY ORDER/CASHIER CHECK to:

St. Ann Municipal Court
 10405 St. Charles Rock Road
 St. Ann, MO 63074
 Attn: court record payment

Request Submitted By: _____

Name _____

Phone Number _____

Address _____

State _____

Zip _____

☐ I will pick up records when ready
 ☐ mail copies to the address above.
UPON RECEIPT OF PROOF OF PAYMENT, IT MAY TAKE UP TO FIFTEEN DAYS (15) FOR RECORDS TO BE READY.

Office use only:

Total Cost\$ _____

Paid Receipt # _____