

Magistrate Court of Chatham County, Georgia
Records Request

Chatham County Courthouse 133 Montgomery Street, Room 303, Savannah, GA 31401
(912) 652-7181

Information is available on the Internet and the Public Access Terminal in our office. Additional information is available upon request. Fees are required for each request which may be paid in cash or check. Out of town personal checks are not accepted.

Record request fees are as follows:

- a. Copies (per page).....\$0.25
- b. Certified copies.....\$2.50

REQUEST

Civil Records: Case #: _____ Party Name: _____
_____ Entire Case file
_____ Specific Document (A pleading, return of service, judgment, etc. as described below:)

Criminal Records: *(Include whatever information you may have for each search requested)*

Name	Case #	DOB	SSN	Race	Sex
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

_____ Entire Case file
_____ Specific Document (Describe below:)

Please provide: _____ Simple Copies _____ Certified Copies
_____ For pick-up _____ By US Mail _____ By fax to _____ Date Required _____

Many court records are stored in off site locations and may require up to five business days to locate.

Requesting Person, company or agency _____ Phone # _____

Address _____

Signature _____ Date Requested _____

To be completed by Magistrate Court

Date Received _____ Received By _____
Date Completed _____ Completed By _____