



Court Records Request Form

Brenda D. Forman

**Clerk of the Circuit and County Courts
Broward County, Florida**

**Archives Division
201 SE 6th Street, Room 03-305
Fort Lauderdale, FL 33301**

Instructions: Fill out this form to request court documents filed in the Broward County 17th Judicial Circuit.
Processing Time: Can take up to 2 weeks once the request is received.
Email completed form to: Redactarchives@browardclerk.org, or fax to (954) 831-5550.
Walk in Customer Hours of Operation: Monday – Friday, 8:00 am – 3:30 pm, with the exception of courthouse holidays. The Archives Division is located at 201 SE 6th Street, East Wing, Room: 03-305, Fort Lauderdale, FL 33301.

Fill out the Requestor's Contact Information section:

Date of Request: _____
Agency/Company Name: _____ Requestor's 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 Felony or Traffic and Misdemeanor 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, once the request is processed.

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, American Express, Discover, Master Card and Visa Credit Cards. **DO NOT SEND CASH BY MAIL.**

Case Numbers/Date of Documents	Form Types: Disposition, Judgment, Sentence, Order of Probation, Docket Sheet, Information Sheet, Arrest Report, Complaints, Dissolution of Marriage, Marriage License, Wills and Other
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Other Agency Services:

- Dept. of Vital Statistics (904) 359-6900 - Certified Birth and Death Certificates
- Florida Dept. of Health www.browardchd.org (954) 467-4413 – Certified Birth and Death Certificates
- Broward Property Appraiser www.bcpa.net (954-357-6830) – Property Deeds or real estate information