

INFORMATION SHEET REQUEST DOCUMENT COPIES

1. Fill in the Defendant's complete name (at time of arrest). Case numbers can be obtained via a search on LeeClerk.org by clicking on [Search Court Cases](#) and accept the disclaimer. From the Court Case Inquiry Menu, click on Name under Criminal information to locate case number.
2. If the year of the offense is unknown, the fee for searching per year is \$2.00. Specify the years that you would like to have searched on the form.
3. A request for a Florida driving record must include the driver's license number and full name. The cost of a driving record (per Florida statute) is \$14.25 for a 3-year record and \$16.25 for a lifetime record.
4. The fee for copying a court document is \$1.00 per page. There is a \$2.00 fee to certify each document. Check the appropriate boxes on the request form for the service.
5. Requests may be submitted via email and you may call within one week at 239-533-5000 to obtain the total fee. Refer to the [Contact Us](#) page of LeeClerk.org to send email requests. Please attach the request form to the email.
6. All requests submitted via US Mail have an estimated completion time of two weeks from date of receipt in our office. Our mailing address is located on the [General Information](#) page of our website.
7. If you have questions regarding completion of the request form, please contact the Clerk's Office at 239-533-5000 for assistance.

REQUEST FOR DOCUMENT COPIES CRIMINAL DIVISION

Defendant Name _____ Date of Birth _____

Case Number (If Known) _____ Year of Arrest _____

Charges: _____

Please check:

Arrest Report _____ Sentence/Judgment _____ Indictment/Information _____

Probation Order _____ Plea Agreement _____ Termination of Probation _____

DUI Package _____ Driving Record* _____
(Approx.\$18.00) (Lifetime: \$16.25 and 3 yr.: \$14.25)

*Release of Driver License information is conditional upon meeting the statutory requirements of DPPA sections 2721-2725. Please contact the Clerk's Office for an application document.

Other documents, please specify: _____

I would like the copies certified: _____

Please note: There is a \$1.00 fee per printed page and an additional charge of \$2.00 for the certification per document.

Name: _____

Email Address: _____

Phone Number: _____

Address: _____

Disclaimer:

The clerk is responsible for researching the Exact Name as provided by you and is not responsible for conducting a search under a similar name.