



# Marshall County District Attorney's Office

## Public Records Request Form

All requests are handled on a first-come, first-served basis.

Please PRINT and write legibly or type your request.

### Requestor's Information

Full Name:	Date: ____ / ____ / ____		
Organization/Company:			
Mailing Address:			
City:	State:	Zip:	
Phone:	Driver's License No./State: _____ / _____		
E-mail Address:			
Requested Documents			
Defendant's Name:		Case No.:	
Purpose of Request:			
Provide a detailed description of the record(s) requested, including: type of record; time frame or dates for the records sought; and subject matter or key words related to the records. Please be as specific as possible. Attach back of form or additional pages, if necessary)			

*\*Copies of records are at a rate of \$0.25 per page, and research time is billed at \$10.00 per half hour. Any applicable postage or delivery costs are the responsibility of the requester. Once your request has been received, you will be sent a confirmation letter with payment instructions and notified of any deficiencies in your request. Please note that the Marshall County District Attorney's Office maintains only Marshall County DA records and cannot provide federal, municipal, or records from other counties. The required search fee applies even if no records are located, and no refunds will be issued. Neither the Marshall County District Attorney's Office nor its employees are responsible for errors in the information provided or for any use or disclosure of such information. Generally, only Alabama citizens are entitled to open records. Please avoid terms like "related to" or "pertaining to". These terms are vague and difficult to precisely interpret.*

By signing below, I certify that I am at least 18 years of age. I understand that the Marshall County District Attorney's Office may require a photo ID to verify my age and citizenship, and that I may be responsible for paying any applicable fees before the requested documents are released.

Signature of requestor:	Date: ____ / ____ / ____
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Please return in person or by mail to:

Marshall County District Attorney's Office  
Attn: Records Dept.  
424 Blount Avenue, Suite 208  
Guntersville, Alabama 35976

Office Use Only: