



# COURT RECORDS REQUEST FORM

Carolyn Timmann

Clerk of the Circuit Court & Comptroller

Martin County, Florida

100 SE Ocean Boulevard  
Stuart, FL 34994

**Instructions:** Fill out form to request court documents filed with the Martin County Clerk of the Circuit Court.

Email completed form to: [RecordRequest@martinclerk.com](mailto:RecordRequest@martinclerk.com) or fax to: (772) 288-5548.

**Walk-in Customer Hours of Operation:** Monday-Friday 8:00 am – 5:00 pm, except Courthouse holiday closures.

## Requestor's Contact Information:

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 (if known): \_\_\_\_\_

Select File Type:  Circuit Civil  County Civil  Criminal  Domestic Violence  Family  Probate  
 Traffic  Unknown

Request Type:  Copies only  Certified Copies

**Cost and Payment methods: We will notify of cost once the request is processed.**

Search fee: \$2.00 per year/per name (may apply)

Copy fee: \$1.00 per page

Certification fee: \$2.00 per document

Payment Methods: Cash, Cashier's Check, Personal Check, Money Order, Credit Card, Apple Pay, and Google Pay.  
(A 3.5% processing fee will be added to payments made by credit cards.)

Case Numbers /  
Date of Document

Examples of Document Types: Disposition, Judgment, Sentence, Order of Probation, Docket Sheet, Information Sheet, Arrest Report, Complaints, Dissolution of Marriage, and Wills.

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Receive Records:  In Person  Email  US Mail (Actual postage costs will apply.)

## Certified Birth and Death Certificates:

- Florida Department of Health Bureau of Vital Statistics 904-359-6900 or [VitalStats@FLHealth.gov](mailto:VitalStats@FLHealth.gov)
- Martin County Department of Health 772-221-4000 or <https://martin.floridahealth.gov/>