



# REQUEST FOR RECORDS

## Greenville Municipal Court

426 North Main St., Greenville, SC 29601

### Requests for Records

Greenville Municipal Court records are available to the public. To request copies of records, please submit a completed Records Request Form in person at 426 North Main Street; by mail to Greenville Municipal Court, 426 North Main Street, Greenville, SC; or by fax to (864) 467-6652, ATTN: Records. **Telephone requests will not be accepted.** Forms are available online and in the Municipal Court lobby.

A court representative will contact you by phone when the records are ready. Records will only be returned by fax to government agencies.

### Media Access to Municipal Court

For any inquiry about case status or to confirm an upcoming court date, please call Municipal Court at (864) 467-6650.

To obtain copies or documents from a Municipal Court case file, please submit a Records Request Form. Forms are available online and in the Municipal Court lobby.

To request to have a camera or recording device at a court proceeding and in a courtroom, please submit a petition to the judge assigned to the case. The judge will then rule on the petition, and at that time, any specific conditions or criteria will be provided to you.

According to the South Carolina Judicial Department Records Retention and Disposition Schedule, the following records are not available:

- **Traffic cases** more than five years old
- **Driving Under the Influence cases** more than 10 years old
- **Criminal cases** more than 15 years old

### Copy Fees

Pages 01 – 10    \$0.75 each  
Pages 11 – 20    \$0.50 each  
Pages 21 +        \$0.25 each

### Certification fees

A \$5.00 certified copy fee will be charged on each certified copy (in addition to the copy fee per page).



# RECORD REQUEST FORM

## Greenville Municipal Court

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### PART A: Requestor Information

LAST NAME		MIDDLE INITIAL	FIRST NAME
COMPANY			
ADDRESS			
CITY	STATE	ZIP	EMAIL
DAYTIME TELEPHONE (INCLUDE AREA CODE)		PREFERRED DELIVERY <input type="checkbox"/> PICKUP <input type="checkbox"/> US MAIL <input type="checkbox"/> ON SITE INSPECTION	

### PART B: Payment Information

<input type="checkbox"/> CASH <input type="checkbox"/> CREDIT/DEBIT CARD <input type="checkbox"/> CHECK <input type="checkbox"/> MONEY ORDER	<b>COPY FEES</b> PAGES 01 - 10                      @ \$0.75 EACH PAGES 11 - 20                     @ \$0.50 EACH PAGES 21 +                         @ \$0.25 EACH
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### PART C: Information Requested

NAME OF DEFENDANT		
AKA		
TICKET/WARRANT NUMBER	DEFENDANT DATE OF BIRTH	DEFENDANT DRIVER'S LICENSE
<input type="checkbox"/> COPY OF DISPOSITION                      DATE OF SENTENCE _____                      SENTENCING JUDGE _____ <input type="checkbox"/> COPY OF ALTERNATIVE SENTENCING APPLICATION/REFERRAL <input type="checkbox"/> COPY OF MOTION (SPECIFY) _____ <input type="checkbox"/> COPY OF WARRENT(S)/TICKET(S) <input type="checkbox"/> COPY OF BOND I OR II <input type="checkbox"/> COPY OF ORDER (SPECIFY) _____ <input type="checkbox"/> OTHER (DESCRIBE) _____		
Certified of Exemplified Copies (extra charge) <input type="checkbox"/> YES <input type="checkbox"/> NO		

### MUNICIPAL COURT USE ONLY

#### FOR RECORD REQUESTS OVER \$50

TOTAL EST COST	DEPOSIT AMOUNT	ESTIMATED BALANCE	DEPOSIT DATE	RECEIVED BY
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DISPOSITION INFORMATION		
DELIVERY DATE	DENIED DATE	UNAVAILABLE DATE

IF REQUEST IS DENIED OF RECORDS ARE UNAVAILABLE, EXPLAIN HERE:

IDENTIFICATION PROVIDED FOR PHYSICAL CUSTODY OF FILE: \_\_\_\_\_