

## Clerk of the Circuit & County Courts

DUVAL COUNTY  
JACKSONVILLE, FLORIDA 32202

TELEPHONE: 904-255-2000  
FACSIMILE: 904-255-2159

### Complex Public & Court Records Request Policy

The Clerk of Courts is pleased to assist the public by providing records that go beyond the scope of a typical records request. This would include requests for records that contain complex or historical information or those that call for bulk data reports or recurring data subscriptions.

Such requests can be made by using the **Request for Complex Court & Public Records** form, which can be submitted in person, via email or facsimile, or through the mail. All complex records requests are to be directed to the Clerk's Public Information Officer.

External requests are usually available for pickup or delivery within 7 to 10 business days of the request being submitted. For internal requests, please allow 5 to 7 days. However, such **turnaround times can vary** depending on the complexity of the request and the current volume of requests being processed by the Clerk of Courts.

The complex request form can be downloaded from the Clerk of Court's website, [duvalclerk.com](http://duvalclerk.com), or it can be emailed to a requestor. Once the form is completed, it can be submitted directly to the Public Information Officer by emailing it to [Public.Info@duvalclerk.com](mailto:Public.Info@duvalclerk.com).

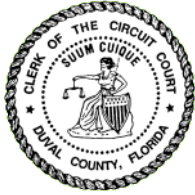
Clerk of Courts personnel in each department can assist in filling out and submitting the complex request form in person by visiting the Clerk of Courts offices at the Duval County Courthouse.

Complex requests forms can be faxed to the Clerk's Office at (904) 255-2159 and should be marked for the attention of the Public Information Officer. Those sent by mail should be addressed to:

Duval Clerk of the Circuit Court  
501 W. Adams St., Suite 2136  
Jacksonville, FL 32202  
Attn: Public Information Officer

Fees will apply for materials and service. Please see attached [Cost Recovery Policy](#) for cost and payment policies.

Information contained in any court record, official record or other document that is exempt and prohibited from release to the public will be redacted in accordance with Chapter 119 of the Florida Statutes. Also per Chapter 119 of the Florida Statutes, the Clerk of Courts cannot require those requesting public or court records to provide their identity.



# Clerk of the Circuit & County Courts

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## Request to Obtain Complex Public & Court Records

This form is to request records that go beyond the scope of a typical records request. Such external requests are usually available for pickup or delivery within 7 to 10 business days of the request being submitted. For internal requests, please allow 5 to 7 days. However, such **turnaround times can vary** depending on the nature of the request and the current volume of requests being processed by the Clerk of Courts. Fees will apply for materials and service. Information contained in any court record, official record or other document that is exempt and prohibited for release to the public will be redacted in accordance with Chapter 119 of the Florida Statutes. Also per Chapter 119 of the Florida Statutes, the Clerk of Courts cannot require those requesting public or court records to provide their identity. **Identification and address fields are optional, but at least one method of contact must be provided if you wish to be contacted by the Clerk's Office.** Please see attached [Cost Recovery Policy](#) for cost and payment policies.

**Please fill out all information you know about the records being requested. If requesting bulk data reports, recurring data subscriptions or historical data, please specify in the detail section below.**

### Type of Case/Record/Document:

- |   |  |                                       |                                    |
|---|--|---------------------------------------|------------------------------------|
| <input type="checkbox"/> Felony         | <input type="checkbox"/> Traffic       | <input type="checkbox"/> County Civil | <input type="checkbox"/> Probate   |
| <input type="checkbox"/> Misdemeanor    | <input type="checkbox"/> Juvenile      | <input type="checkbox"/> Family       | <input type="checkbox"/> Tax Deeds |
| <input type="checkbox"/> Public Records | <input type="checkbox"/> Circuit Civil | <input type="checkbox"/> Foreclosure  | <input type="checkbox"/> Other     |

Case Party Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Case Number: \_\_\_\_\_ Date Range of Records: \_\_\_\_\_

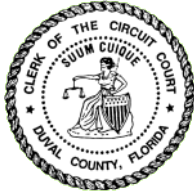
**Please provide as much detail about the information being requested:**

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TELEPHONE: 904-255-2000  
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Name of Person Requesting Records: \_\_\_\_\_

Your Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

The Clerk of Courts will contact you to provide a cost estimate and inform you when your documents are available.

Your email: \_\_\_\_\_

Your phone number: \_\_\_\_\_ Date of Request: \_\_\_\_\_

### Submission:

Records requests should be printed or saved digitally and can be submitted in person, via email or facsimile, or through the mail.

Email submissions are preferred and can be sent to [Public.Info@duvalclerk.com](mailto:Public.Info@duvalclerk.com).

Facsimile submissions can be faxed to (904) 255-2159 and marked for the attention of the Public Information Officer.

Mail-in submissions can be addressed to:

Duval Clerk of the Circuit Court  
501 W. Adams St., Suite 2136  
Jacksonville, FL 32202  
Attn: Public Information Officer