

EDMOND MUNICIPAL COURT

101 E. FIRST ST. – P.O. BOX 2970

EDMOND, OKLAHOMA 73083

405-359-4360

REQUEST FOR RECORD INSPECTION AND/OR COPY

Records are open for inspection unless specifically exempt from disclosure by the Open Records Act or other laws. Requests for information relating to Edmond Municipal Court documents shall be made in writing as provided by the State of Oklahoma Open Records Act Oklahoma Statutes Title 51 § 24A.2. Pursuant to Federal statutes, 18 U.S.C §§ 2721-2725, specific information may be released when properly requested. In accordance with the Driver's Privacy Protection Act of 1994, information relating to address, date of birth, or other personal data shall not be released.

All requests for record inspection will be reviewed by the record custodian prior to release of any information. A reasonable time is allowed by state law for the City to furnish the record requested, and a charge for providing access/copies to public records is also authorized by state law and has been established by the City Manager. These charges are set at a level to compensate the City for the actual costs incurred in honoring your requests. The fee schedule established by the City is posted in the City Clerk's office.

REQUEST FOR RECORD INSPECTION AND/OR COPY
CITY OF EDMOND

TO: CUSTODIAN OF RECORDS, EDMOND MUNICIPAL COURT

FROM: REQUESTOR'S NAME: _____

REQUESTOR'S ADDRESS: _____

COMPANY/FIRM: _____

REQUESTOR'S PHONE NUMBER: _____

PURPOSE OF RECORD REQUESTED: _____

NAME OF INDIVIDUAL YOU ARE REQUESTING INFORMATION ON (IF DIFFERENT FROM ABOVE):

DATE OF BIRTH: _____ DRIVER'S LICENSE NUMBER: _____

I REQUEST A COPY OF THE FOLLOWING DOCUMENT(S) ON FILE IN THE EDMOND MUNICIPAL COURT:

SPECIFIC DOCUMENTS	DATE OFFENSE OCCURRED	NUMBER OF COPIES
1.		
2.		
3.		
4.		

I AM REQUESTING A COPY OF THE ABOVE-NAMED COURT DOCUMENTS. **I UNDERSTAND SOME DOCUMENTS MAY NOT BE SUBJECT TO DISCLOSURE.**

I AGREE TO PAY FOR ANY NORMAL COPY TO REPRODUCE THE DOCUMENTS IDENTIFIED ABOVE.

REQUESTOR'S SIGNATURE: _____

\$.25 PER PAGE – NON-CERTIFIED

\$2.00 PER CERTIFIED COPY

CERTIFIED COPY REQUESTED: YES NO

TOTAL NUMBERS OF COPIES PROVIDED: _____

DATE/TIME OF REQUEST: _____

TOTAL CHARGES DUE: _____

DATE/TIME OF ACCESS: _____

JUVENILE RECORDS: TO PROCESS YOUR REQUEST, YOU MUST APPEAR IN PERSON WITH THIS COMPLETED FORM AND A VALID FORM OF IDENTIFICATION AND SUBPOENA IF NOT THE JUVENILE OR PARENT/LEGAL GUARDIAN.

RECEIVED BY: RECORD CUSTODIAN/CLERK

RECORDS CUSTODIAN
Yolanda Whitlow, Court Administrator