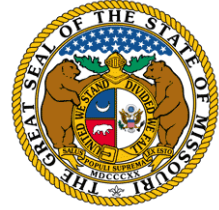


# Pamela I. Fobair

LAWRENCE COUNTY CIRCUIT CLERK  
Lawrence County Judicial Building  
240 N. Main St, Suite 110  
Mt. Vernon, MO 65712  
Phone: 417-466-2471 Fax: 417-466-7899  
Website: [www.lcmocircuitclerk.com](http://www.lcmocircuitclerk.com)  
Email: [lawrencecounty@courts.mo.gov](mailto:lawrencecounty@courts.mo.gov)



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## RECORDS REQUEST FORM

Are you requesting the records be certified?  Yes  No

- If yes, are you requesting the RAISED Certified Seal?  Yes  No
- If yes, are you requesting an ELECTRONIC Certified Seal?  Yes  No

~~~~~  
**Please provide contact information below:**

Name of Requestor: \_\_\_\_\_

Email address of Requestor: \_\_\_\_\_

Mailing address of Requestor: \_\_\_\_\_

Phone Number of Requestor: \_\_\_\_\_

Do you prefer to pick up your records in person?  Yes  No

~~~~~  
**Below, list all of the identifying case information you can.**

Case Number: \_\_\_\_\_

Name(s) of parties at the TIME of filing: \_\_\_\_\_

Date of Birth of the party you are requesting records on: \_\_\_\_\_

Last 4 of the Social Security Number of the party you are requesting records on: \_\_\_\_\_

Year the case was filed: \_\_\_\_\_

Year the case was disposed: \_\_\_\_\_

~~~~~  
**State, specifically, what documents you are requesting:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Copy fee for certified copies is \$2.00 and \$0.25 for each additional page. The copy fee must be paid before your records will be sent. The total fee amount will be determined once the clerk has made your copies. The Circuit Clerk's Office will contact you for payment. Payment options: Cash, money order or Credit/Debit card. There is a convience fee if using a Credit/Debit card. WE DO NOT TAKE PERSONAL CHECKS. A photo ID may be required for confidential records. Processing records may take 5-10 business days.

