



Tiffany Moore Russell

Clerk of the Circuit and County Courts
Orange County • Florida

Records Management Division

Request Copies of Court Records by Mail

To request court records by mail, please complete the form below. If you are requesting to review court records at the courthouse, you will be contacted when the case file is available to review. If you are requesting to purchase copies of court records, you will be contacted with cost and a delivery time estimate.

NAME: _____

ADDRESS: _____

YOUR EMAIL: _____

PHONE NUMBER: _____

I WANT TO:

- Purchase copies of court records
- Purchase certified copies of court records
- Review court records at the courthouse

CASE PARTY NAME: _____ **DATE OF BIRTH:** _____

CASE NUMBER(S): _____

YEAR(S) TO SEARCH: _____

CASE TYPE: CIVIL CRIMINAL FAMILY MENTAL HEALTH PROBATE TRAFFIC

DOCUMENT TYPE REQUESTED

Indicate number of copies requested when specifying document types.

- | | |
|--|---|
| <input type="checkbox"/> Complaint | <input type="checkbox"/> Arrest Affidavit |
| <input type="checkbox"/> Final Judgment | <input type="checkbox"/> Disposition |
| <input type="checkbox"/> Property Settlement Agreement | <input type="checkbox"/> Score Sheet |
| <input type="checkbox"/> Judgment/Sentence | <input type="checkbox"/> Indictment/Information |
| <input type="checkbox"/> Copy of Marriage License | <input type="checkbox"/> Other: _____ |

COPIES OF MARRIAGE LICENSES

Copies of marriage licenses filed **before** March 1, 1998, may be obtained from the Clerk's Office. For marriage licenses filed **on or after** March 1, 1998, copies may be obtained from the Orange County Comptroller's Office. If requesting copies from the Clerk's Office, please provide the following information:

SPOUSE #1 NAME: _____

SPOUSE #2 NAME: _____

(maiden name, if applicable)

YEAR OF MARRIAGE: _____