



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.

- | | |
|--|---|
| ☐ Complaint | ☐ Arrest Affidavit |
| ☐ Final Judgment | ☐ Disposition |
| ☐ Property Settlement Agreement | ☐ Score Sheet |
| ☐ Judgment/Sentence | ☐ Indictment/Information |
| ☐ Copy of Marriage License | 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: _____

MAIL FORM TO: 425 N. Orange Ave., Suite 150, Orlando, FL 32801