



Court Document Request / View Form

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Clerk of Courts & County Comptroller

Walton County, Florida

Instructions: You may utilize this form to request copies of court documents or to view copies of court documents filed within Walton County cases. **Email completed form to records@waltonclerk.com**, or fax to (850)892-8017. Hours of Operation: **Walk-In Customers:** Monday - Friday 8:00 am – 4:30 pm, with the exception of courthouse observed holidays. **Processing Time** can take up to 3 business days, depending on the volume of the case(s) requested, once the request is received.

Fill out the Requestor's Contact Information section:

Date of Request: Requestor's Name:

Agency/Company Name:

Contact Phone# Email:

Address:

City: State: Zip Code:

Court Case Information:

Party's Name: Date of Birth:

Select File Type: Circuit Civil County Civil Family Felony Probate Traffic & Misdemeanor
 Domestic Violence [Please contact the Criminal Division for Sealed or Expunged Case instructions.]

Select Reason for Request: Clemency Immigration General Information Licensing
 Other

Request Type: Copies only Certified Copies View File

Cost and Payment methods: We will notify you of cost prior to processing the request.

Copy fee: \$1.00 per page

Search fee: \$2.00 per year case has to be searched

Certification fee: \$2.00 per document

Payment Methods: Cashier's check, Personal check, Money Order, Credit Cards or Cash accepted.

Case Numbers	Form Types: Disposition, Judgment, Sentence, Order of Probation, Docket Sheet, Information Sheet, Arrest Report, Complaints, Dissolution of Marriage, Wills, Mortgage Doc's and/or Other

Fax or email completed form to:

Division	Email Address	Fax Number
Archives – Records	records@waltonclerk.com	(850) 892-8017

Archival Court Specialist Signature:

Date Request Completed: