# Municipal Court

# Public Record Access Policy and Procedure

All records of the Municipal Court, except those that are specifically exempted by law, are open to the public. Records are available for inspection during the normal business hours of 9:00 AM – 4:30 PM, Monday, Tuesday, Thursday, Friday, and 1:00 PM – 4:30 PM on Wednesdays.

Records Custodians

The Municipal Court Clerks are the Records Custodians for Municipal Court.

Request Procedure

Requests may be made orally or in writing.

A request form is available at the office window.

How Records May Be Inspected

1. The requester must review the records under staff supervision.

2. The court will respond in writing within ten (10) working days from the date it receives a mailed request or any request for records not made in person.

3. Any review of court case records must not disrupt the normal courtroom proceedings on the cases involved.

4. Any copies will be made by a court clerk. A written explanation will be provided whenever a request to review or copy records is denied.

5. A fee for copying and/or mailing record will be levied. Pre-payment will be required if the cost is in excess of $5.00.

Exceptions and Limitations

1. Files or records for non-traffic cases that involve juveniles as defendants are open only to the defendant, the defendant's parents, or individuals who are specifically authorized in writing by the Juvenile Branch of the Circuit Court to view these records.

2. Records that are not normally produced and maintained by the court in the form requested may be denied.