



Clerk of the Circuit Court & Comptroller

Office of Gary J. Cooney, Clerk & Comptroller

P.O. Box 7800 • 550 W. Main St. • Tavares, FL 32778-7800 • 352-742-4100 • www.LakeCountyClerkFL.gov

To obtain a search of Lake County court records on file with this office, please follow the procedure outlined below:

- **Your request will result in a search of Lake County, Florida cases only.** Cases in any other county or state will not be searched.
- Submit a separate form for each individual or business to be searched.
- Complete the enclosed form and submit it using one of the following options:
 - **By Email:**
CourtRecordsSearch@LakeCountyClerkFL.gov
 - **By Mail:**
Lake County Clerk of Courts, Attn: Court Data & Records, P.O. Box 7800, Tavares, FL 32778-7800.
 - **In Person:**
Visit the Central Intake Section, located in the Lake County Courthouse, 550 W. Main St., East Wing, First Floor, Tavares.
- Provide a self-addressed, stamped envelope if requesting return of the results via U.S. Mail. If requesting a faxed reply, provide fax number and payment for same. If requesting an email reply, provide email address.
- **Payment must be received before search will be completed.** Charges will be assessed unless proof of exemption per Florida Statute is provided with request.

Search: \$2.00 per calendar year, per name (e.g. – married and maiden name)

Fax transmission: Additional \$1.00 per request

Include postage or self-addressed, stamped envelope

- Make check or money order payable to: “**Gary J. Cooney, Clerk**”
- **Allow seven to ten business days to receive results.**
- Juvenile records are confidential and can only be released to the individual searched or their legal guardian, with picture identification.

Your compliance with this procedure is appreciated. If you should have any questions, please contact the records search clerk at (352) 742-4336.

The Lake County Clerk’s office has a website with court records available at www.LakeCountyClerkFL.gov.

This search will not disclose records that are confidential or have been sealed or expunged. If the search is for civil actions, only the name is used as an identifier, as civil records do not normally contain Social Security Number, date of birth, or gender.



Clerk of the Circuit Court & Comptroller

Office of Gary J. Cooney, Clerk & Comptroller

P.O. Box 7800 • 550 W. Main St. • Tavares, FL 32778-7800 • www.LakeCountyClerkFL.gov

RECORDS SEARCH REQUEST

One Individual/Business Per Form

Your request will result in a search of records in Lake County, Florida only. **PLEASE ALLOW SEVEN TO TEN BUSINESS DAYS TO RECEIVE RESULTS.**

Last: _____ First: _____

Middle: _____ Gender: _____

Other name/maiden/aka: _____ (Add additional \$2.00 per name, per year)

Social Security No.: _____ - _____ - _____ Date of Birth (mm-dd-yyyy): _____

LAKE COUNTY RECORDS TO BE SEARCHED:

Criminal (including Criminal Traffic) Civil Traffic Civil Family Probate Juvenile*

**Juvenile records are confidential and can only be released to the individual searched or their legal guardian upon presentation of picture identification.*

Total number of years to be searched (count each year): _____ Calendar year: _____ through _____

Information requested: Background Check Case Numbers Only Disposition Copies Certified Copies
Other: _____

Requested by: _____

Agency Name: _____

Address: _____

City / State / Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Return results by: Email Fax Pick-up at the Courthouse U.S. Mail

COSTS FOR RECORD REQUESTS:

Search Costs:	Delivery Costs:	Copy Costs:
<ul style="list-style-type: none"> \$2.00 per name per calendar year. Example: If a record search is requested for 5 years on one individual, the cost would be a total of \$10.00; if a record search is requested for 5 years on one individual with two names, (e.g. a married and a maiden name), the cost would be a total of \$20.00. 	<ul style="list-style-type: none"> Email: No cost Pick-up: No cost U.S. Mail: No cost. Must include a self-addressed stamped envelope with request. Fax: Additional \$1.00 per request. 	<ul style="list-style-type: none"> \$1.00 per page for printed copies. An additional \$2.00 to certify any document.