



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

Request for Access to Court Record

Access to court records is governed by court rules and administrative orders issued by the Florida Supreme Court, not by Chapter 119, Florida Statutes. Some court records may not be viewable by persons other than those directly involved in the case (e.g. – parties to the case, attorneys of record, authorized state/local government agencies). Accessibility of court records is generally based on the case type, the content of the document to be viewed, and the relationship of the person making the request to the case.

Most court files after the year 2003 can be viewed online for free at <https://CourtRecords.LakeCountyClerk.org>, subject to review for confidentiality. To request to view or have copies made of court files dated before the year 2003, complete the information below. There is a fee of \$1 per printed court record page and an additional fee of \$2 to certify any document.

Court Record Request Information:

Date of request: _____ Case Number: _____

Party Name(s): _____

I want to: ☐ View the entire case online ☐ Receive a paper copy of the entire case ☐ View the following document(s) online
☐ Receive paper copies of the following document(s) ☐ Receive certified copies of the following document(s)

Please be specific about which document(s) you want to access: _____

Court Record Delivery Information:

Which delivery method would you like to use to receive your court records:

☐ View online only ☐ Pickup at the Lake County Courthouse ☐ Email (provide email below) ☐ Mail (provide a self-addressed, stamped envelope along with payment for the copies/certified copies for us to return your records.)

Requests to view or have copies made of court records may not be fulfilled immediately. If your request cannot be fulfilled immediately, you may provide your contact information below so we can let you know when the records are available. If you choose not to provide information and would like to view the records online only, you will be responsible to check the court case online periodically to see when the records have been made available.

Name of Requestor: _____

Daytime Phone No.: _____ Email: _____

Official Use Only

Clerk staff filling request: _____