

# Lee County Circuit Court

## Request for Public Records

To request information pursuant to the Mississippi Open Records Act (Miss. Ann Code §25-61-1), please fill out the form below and submit it to the Office of the Circuit Court Clerk; 200 W. Jefferson St. Tupelo, MS, or you may submit the request via email to [croberts@co.lee.ms.us](mailto:croberts@co.lee.ms.us). All requests will be answered within the statutory guidelines of the Mississippi Open Records Act and administrative procedures of the Circuit Court Clerk's Office.

### I. INFORMATION OF INDIVIDUAL MAKING THE REQUEST

1. _____ (FULL NAME)	_____ (ORGANIZATION)
2. _____ (PERSONAL ADDRESS)	_____ (BUSINESS ADDRESS)
3. _____ (CITY)	_____ (CITY)
4. _____ (STATE) (ZIP CODE)	_____ (STATE) (ZIP CODE)
5. _____ (TELEPHONE—PERSONAL)	_____ (TELEPHONE—BUSINESS)
6. _____ (EMAIL ADDRESS)	

7. Are you a member of the press? Yes \_\_\_ No \_\_\_

### II. DESCRIPTION OF PUBLIC RECORD REQUESTED

Please describe the public record you wish disclosed, in detail. If known, please include the date of the record, subject matter, division, etc. If clarification of the request is needed, the requestor will be contacted at the contact information listed above. If necessary, attach an additional page(s) for description.

Does the information sought contain a trade secret, confidential commercial, or financial information, to your knowledge? Yes \_\_\_ No \_\_\_

### III. ACKNOWLEDGEMENT OF COSTS

I understand a fee may be charged to cover the direct cost of searching, inspecting, reviewing, and reproducing, as prescribed in the LEE County fee schedule and state law. I understand, pursuant to §25-61-7 of the Mississippi Code, such costs must be paid prior to the production of the public record. I understand the costs for reproduction/ searching/ reviewing the records may exceed initial estimates and I agree to pay additional costs if they exceed the original estimate. Should the request require extensive research or copies, the requestor agrees to allow additional time for processing the requested documentation.

**IMPORTANT: THEFT OR ALTERCATION OF STATE RECORDS IS A CRIME PUNISHABLE BY LAW, MISSISSIPPI CODE §25-59-23.**

\_\_\_\_\_ (SIGNATURE) \_\_\_\_\_ (DATE)

\_\_\_\_\_ (PRINT NAME)

**LEE COUNTY CIRCUIT COURT  
PUBLIC RECORDS ACCESS  
ABBREVIATED POLICY AND PROCEDURES / FEE SCHEDULE**

- Public records, unless exempt by state law, are available for inspection and copying during normal business hours of the court, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding legal holidays. Records must be inspected at the offices of the court located at 200 W. Jefferson Street in Tupelo, Mississippi. *The time, place and manner of inspection and copying of records will not be allowed to interfere with the essential duties of the court or court staff.*
- All search requests and copy requests must be made in writing accompanied by advanced payment of fees as indicated below. The court staff will make every effort to make records available for inspection or produce records for copying within 7 working days of payment of fees.

**FEES**

- The Mississippi Code Annotated § 25-61-7(1), reads as follows: “Except as provided in subsection (2) of this section, each public body may establish and collect fees reasonably calculated to reimburse it for, and in no case to exceed, the actual cost of searching, reviewing and/or duplicating and, if applicable, mailing copies of public records. Any staff time or contractual services included in actual cost shall be at the pay scale of the lowest level employee or contractor competent to respond to the request. *Such fees shall be collected by the public body in advance of complying with the request*”.
- **Costs for searching, inspecting, examining, reviewing and redacting and costs for electronic documents or records.** The actual cost of searching, reviewing, inspecting, examining, and, if necessary, redacting exempt information from public records shall be based upon the hourly rate of compensation for the lowest paid court employee qualified to perform the task, which shall be multiplied by the actual time to complete the task. There will be no additional charge for e-mailing electronic records to a requestor, unless other costs are applied such as a scanning fee or system cost allowed under Miss. Code Ann. § 25- 61-7(2) or §25-7-13.
- Such costs include, but are not limited to, staff time to evaluate the request, time to retrieve any relevant files, time to organize the information, time to notify any Third Parties, time to develop a cost estimate and schedule, time to reproduce the material, and time to deliver the information requested. (SOS Part 2 Chapter 4E).
- **External storage devices** provided by the requestor are not allowed due to security and virus vulnerabilities. New external storage devices will be available from the court at a nominal fee.

Records Search \$10.00 per NAME per RECORD

Paper Copies \$1.00 per page (\$25-7-13) Printing records \$1.00 per page (\$25-7-13)

Certified copy of marriage license \$17.00

Certification \$1.00 per document

Voter Roll information can vary (depending on size and format)