

**Magistrate Court of Athens-Clarke County**  
**325 East Washington Street, Room 240, Athens, Georgia 30601**  
**Post Office Box 1868, Athens, GA 30603      Office (706)613-3310**  
**Request for *Criminal* Record Search**

**Your Name:** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone:** \_\_\_\_\_

This Court will provide certified or uncertified copies of court dispositions upon request. A record search typically takes one week. In order to receive a prompt response, you must know the date of your arrest. If the date is unknown, you may request a copy of your criminal history from the Sheriff's Office, for a fee. If your arrest was not disposed of in Magistrate Court, you will be required to pay for any search conducted by our office and will be informed of the proper court to contact for disposition. If you desire to check the Court records yourself, Public Access Terminals are available in the Magistrate Court lobby, free of charge.

**Name of Defendant** (at time of arrest) \_\_\_\_\_

**Application/Warrant No.** (if known) \_\_\_\_\_

**Date(s) of Arrest:** \_\_\_\_\_

**Charge(s):** \_\_\_\_\_

**(For Clerk's Use Only)**

Fee has been paid

\_\_\_\_\_ \$2.00 (uncertified copy: docket/disposition)  
\_\_\_\_\_ \$4.00 (certified copy: docket/disposition)  
\_\_\_\_\_ \$10.00 for a general search (including copies)  
\_\_\_\_\_ \$10.00 copy of entire court file