



Clerk of the Circuit Court

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.
- COMPLETE THE ENCLOSED FORM AND SUBMIT TO: RECORDS SEARCHES, CLERK OF THE CIRCUIT COURT, POST OFFICE BOX 7800, TAVARES, FLORIDA 32778.
- PROVIDE A SELF-ADDRESSED, STAMPED ENVELOPE FOR RETURN OF THE RESULTS. IF REQUESTING A FAXED REPLY, PROVIDE FAX NUMBER AND PAYMENT FOR SAME.
- **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
FAX TRANSMISSION \$1.00 PER DIVISION SEARCHED
INCLUDE POSTAGE OR SELF-ADDRESSED STAMPED ENVELOPE

- MAKE CHECKS PAYABLE TO: NEIL KELLY, 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 now has a web site with court records available at:

www.lakecountyclerk.org

This search will not disclose records that 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.

Neil Kelly

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550 West Main Street • Post Office Box 7800 • Tavares, Florida • 32778-7800
(352) 742-4100 • www.lakecountyclerk.org*

Records Search Request

****Your request will result in a search of Lake County, Florida only****

Office of the Clerk-Lake County, Florida

Last

First

Middle **Gender**

Other name/maiden/aka

(Add additional payment of 2.00 per year)

Social Security # --

Date of Birth: --

Lake County Clerk's Office records to be searched:

Criminal **Traffic** **Civil** **Probate** **Juvenile** *

Juvenile records are confidential and can only be released to the individual searched, or their legal guardian. **Picture Identification Required*

NUMBER OF YEARS TO BE SEARCHED: _____ **Calendar year** _____ **through** _____

FOR RETURN

Name: _____

Address: _____

City/State/Zip code: _____

Phone # for pickup/search questions: (____) _____ **Fax** (____) _____

RETURN RESULTS BY:

_____ **Fax (\$1.00 per department searched. Each department has a separate search result form with the exception of Criminal and Traffic which are on the same form.)**

_____ **Pick-up**

_____ **Mail (Include postage or self-addressed stamped envelope.)**

ALLOW SEVEN TO TEN BUSINESS DAYS TO RECEIVE RESULTS

COSTS FOR RECORD REQUEST

- ❖ \$2.00 per name per calendar year. (Ex: If a record check is requested for 5 years on one individual, cost would be a total of \$10.00; if a record check is requested for 5 years on one individual with 2 names, e.g., a married and a maiden name, cost would be \$20.00.)
- ❖ \$1.00 for fax return of record request.
- ❖ Include postage or a self-addressed stamped envelope with request.