IN THE 13TH JUDICIAL CIRCUIT COURT OF BOONE COUNTY, MISSOURI
705 E. Walnut, Columbia, MO 65201
Office (573) 886-4000 | Fax (573) 886-4044

BOONE COUNTY CIRCUIT CLERK'S OFFICE

Information Sheet: Copy, Audio, and Transcript Request Procedures & Fees

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REQUEST TYPES AND FEES

The **Circuit Clerk's Office** processes three primary types of requests related to case records. The Clerk's Office initiates the request; however, depending on the case type, the actual fulfillment may be handled by another office:

- **Case Document Copies:** Written copies of pleadings, orders, or filings from a case file.
- **Audio Recordings:** Recordings of court proceedings when available.
- **Written Transcripts:** Typed, certified transcripts of hearings or trials prepared by a court reporter.
    - For **Circuit-level cases**, transcript requests are sent to the **Judge's Court Reporter** for completion.
    - For **Associate-level cases**, transcript requests are sent to the **Office of State Courts Administrator (OSCA)** for processing.

Each request type has different procedures and fees, outlined below.

FEES

Case Documents:

- $1.00 for the first page
- $0.10 for each additional page
- Certification fee: $1.00 per page (if applicable)
- Additional fees may apply for postage and clerk processing time, $15/hour

The requestor will be notified of the estimated total before the request is processed. Once the estimate is provided, **payment must be received before any work begins.**

AUDIO RECORDINGS:

- $25.00 deposit required per case.
- Requests may include additional fees for postage or clerk time

Please **send deposit payment** with this request form**.**

WRITTEN TRANSCRIPT REQUESTS:

- **Circuit-level cases:** The appropriate **Court Reporter** will contact you directly regarding cost and payment.
- **Associate-level cases:** A **deposit is required** before processing. The deposit amount will be calculated and must be paid in advance.

PAYMENT INFORMATION:
Personal checks are **not accepted.** Accepted forms of payment include **cash, money order, cashier's check, Visa, MasterCard, Discover, and American Express.** A **convenience fee** will apply to all debit or credit card payments.
Please allow **10–14 business days** for processing after payment is received.

IDENTIFICATION REQUIREMENT:
A **valid photo ID is required for all requests** before any copies, audio recordings, or transcripts can be released.

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CIVIL DIVISION
COPY REQUEST FORM

Please print legibly. All fields must be completed. Incomplete requests will not be processed.

Today's Date _____ Requestor Name _____

Case Description _____ Case Number _____

Requesting Agency (if applicable)

_____

Requestor Telephone Number

_____

Requestor Full Address

_____

Requestor Full Email Address

_____

(For Court Reporter Use Only)

Indicate below preferred method for delivery of copies and provide complete contact information:

☐ Mail copies to the address provided above.

☐ Hold the requested copies for pick up.

Documents Requested

Name of Document	Date of Filing	Certified

Complete for Audio and Transcript Request(s)

Date of Hearing	Time	Judge/Division

Court Use Only

No. /Pages_____@1.00
No. /Pages_____@0.10
No. /Seals _____@1.00
Postage _____
Clerk Time _____
ID checked @ request _____
ID checked @ pick up _____
Notes:

_____
_____
_____

Amt. Due _____