

JEFFERSON COUNTY CIRCUIT CLERK
FAYETTE, MISSISSIPPI

Public Records Request/Report

Records Never Open to
Public Access

(including but not limited to-)

X Personal Identifying
Information

X Grand Jury Dockets

X Personnel Files

X Expunged Files

Fees for access to Public
Records

Whenever possible,
Jefferson County supplies
public records at little or no
cost. But the agency may
charge reasonable fees as
follows to cover cost:

\$1.00 per page . . copies

\$10 per hour . . clerical
assistance

\$40 per hour . . technical or
professional
assistance

All Requests Must Be
Submitted In Writing To-

Jefferson County Circuit
Clerk Post Office Box 305
Fayette, Mississippi 39069
Telephone 601-786-3422
Fax 601-786-9676

circuitclerk@jeffersoncountymiss.gov

Requestor Name _____

Address _____

City _____ State _____ Zip Code _____

Records Requested- *(Please provide clear, concise description with dates,
if applicable. Attach a separate page if needed.)*

Notify me if fee exceeds: \$10 \$25 \$50

Agency's Response - _____ Date _____

*(We will answer or refer your request within 7 days of receipt)

Request Received By _____

Title _____ Location _____

Records Produced And Provided By _____

Fee For Access _____

Requestor Informed By _____

Fee Collected By _____

Fee Closed By _____

Request Sent To Legal Staff By _____

Legal Staff-

Request Approved By _____

Request Denied By _____

Reason _____

Comments _____
