



CLERK OF SUPERIOR COURT
DEKALB COUNTY COURTHOUSE
ARCHIVES / RECORDS
GROUND FLOOR, ROOM G50
556 NORTH MCDONOUGH STREET
DECATUR, GEORGIA 30030

Debra DeBerry
CLERK OF SUPERIOR COURT

404-371-2836

FILE REQUEST FORM

Customer's Name _____

Date _____ Phone _____

CASE INFORMATION

Civil Action # _____

Case Type _____

Plaintiff _____

Defendant _____

Child's Name (for Child Support Requests ONLY) _____

DOCUMENTS REQUESTED

Final Order/Judgment

Miscellaneous Document

Settlement Agreement

Documents Needed _____

DOCUMENT COPY

Regular Copies
(\$1.00 per page)

Number of Copies _____

(Include additional \$20.00 for any cases prior to 1990)

Certified Copies
(\$2.50 for the 1st page, \$0.50 for each additional page)

Number of Copies _____

(Include additional \$20.00 for any cases prior to 1990)

Please include payment (money order or cashier's check) and a self-addressed, stamped envelope.

Archives/Records * Ground Floor * Room G50