



Circuit Court of Missouri

Sixteenth Judicial Circuit Court
Kansas City Municipal Division
511 E. 11th Street
Kansas City, Missouri 64106

(816) 513-2700
Fax: (816) 513-6782
Email: court@kcmo.org

Record Request

(Submit completed form by mail, in person, by fax or by email)

Date: _____

Requestor's Information

Name: _____

Agency/Law Firm/Business: _____

Address: _____

Contact Number: _____ Fax Number: _____

Email address: _____

Agency Contact Person: _____ Phone Number: _____
(If different from above)

Record Information

Defendant's Name: _____
(Name on record being requested)

Defendant's Date of Birth: _____

Case Number(s): _____

Additional information: (Violation Date, Disposition Date, etc.) _____

If your request involves a closed confidential record(s) you must either: 1) be the defendant or the defendant's attorney of record in the closed case(s); OR 2) obtain written, notarized authorization from the defendant allowing you to obtain that record. An Authorization to Release and Provide Records can be obtained from Municipal Court; OR 3) fall within an exception in 610 RSMo or other valid statute or legal order allowing you to obtain the closed confidential record. Please provide the court with your exception and supporting law and documentation. **YOU DO NOT NEED TO STATE A REASON OR SUBMIT AN AUTHORIZATION TO RELEASE AND PROVIDE RECORDS FORM TO OBTAIN ANY OPEN NON-CONFIDENTIAL COURT RECORD.**

A member of our staff will respond to your request within three (3) business days of this submission. Our dedicated staff will attempt to provide all of the information requested within three (3) business days. However, requests which require significant amounts of staff time or City resources may take longer to collect and may be subject to a fee. All fees must be paid prior to the collection and release of information.

Court Use only (Enter date and initial) Date received _____ Date Responded _____ Date Completed _____

Notes: _____
