



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

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

What record(s) are you requesting?

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

Defendant's Date of Birth: _____ Last 4 digits of SSN (if available): _____

Case Number(s): _____

Additional information to help locate the record/information: (Violation Date, Disposition Date, Type of Charge, etc.)

If your request involves a closed confidential record(s) you must either: 1) be the defendant (we will need picture ID); 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 form can be obtained from Municipal Court; OR 3) fall within an exceptions stated in 610 RSMo or other valid statute or law allowing you to obtain the closed confidential record. State exception and supporting law in box above and/or attach any relevant paperwork. **YOU DO NOT NEED TO STATE A REASON OR SUBMIT A RELEASE TO OBTAIN OPEN NON-CONFIDENTIAL COURT RECORDS.** A member of our staff will respond to within three (3) business days of receiving your request. However, the actual release of the information may take longer. Requests requiring significant staff time or City resources may be subject to additional fees which 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: _____