

GAIL CARNES, CLERK OF COURT
STATE COURT OF CLAYTON COUNTY
9151 Tara Blvd. Rm. # 1CL181
Jonesboro, Georgia 30236



NOTICE

TO: THE GENERAL PUBLIC AND ALL LEGAL RESEARCHERS

RE: FEES TO BE CHARGED AND TIME FOR RETRIEVING FILES

Effective immediately, due to the overwhelming demand of the general public and legal research companies asking for files to be pulled and information/files to be provided, the following guidelines are being instituted:

1. **Lists forwarded to the Clerk's Office for the confirmation of dates of birth.** Lists will be checked as time allows by the staff of the Clerk's Office. Once completed, the list may be faxed to the company or the staff may call the company to inform them that the list is ready for pick up. The Clerk's Office does not have the staff to be able to meet any specified deadline with regard to these lists, but we will do everything in our power to accommodate the researchers.
2. **Lists forwarded to the Clerk's Office asking that certain files be pulled for inspection.** Pulling of files will be limited to ten (10) files per day. This applies to the hard copy files that are actually on-site and are able to be pulled for inspection. Any documents to be copied out of said file will be charged at the rate of \$.50 per page, unless certification is required.
3. **Lists forwarded to the Clerk's Office asking that certain files be pulled for inspection where the hard copy files are not on-site.** Copies may be requested from the staff at the front counter, but copying charges will apply. Any documents that are required to be printed from our viewing system will be charged at the rate of \$.50 per page, unless certification is required. This charge will be assessed whether the copies are simply viewed by the public/researcher or the copies are actually retained for their files. This list will be limited to ten (10) case numbers per day, as well. Should someone wish to simply view a file that is not located on-site and does not wish to incur the cost of copying charges, they may request that the hard copy file be retrieved from archives. This process can take up to 48 hours to complete so, therefore, please keep in mind that you will have to return on a later date to view the file.

The staff of the State Court Clerk's Office will do everything in our power to handle and expedite your requests. However, on occasion, time and courtroom responsibilities simply do not allow us to handle your request immediately. Thank you for your cooperation.

Gail Carnes