

## **REQUEST FOR COURT INFORMATION**

*Please note that all court information must be used for scholarly, journalistic, civic or governmental purposes or for the preparation of a case. The information will not be sold or otherwise distributed, directly or indirectly, to third parties, except for journalistic purposes; the information will not be used directly or indirectly to sell a product or service to an individual or the general public, except for journalistic purposes; and there will be no copying or duplicating of information provided other than for the stated scholarly, journalistic, civic or governmental purpose. (17<sup>th</sup> Circuit's Policy of Public Access to Information Compiled from Court Record, 2010)*

**All requests for Court Information are presented to the Department of Information Technology (DoIT), and then forwarded onto the Court Information Committee for review and approval. Please forward your request to: [cic@wincoil.us](mailto:cic@wincoil.us)**

Name of requestor/requesting agency: \_\_\_\_\_ Date of request: \_\_\_\_\_

Reason for requesting court information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific court information being requested: \_\_\_\_\_

\_\_\_\_\_

When the requested court information is needed: \_\_\_\_\_

\_\_\_\_\_

### **FOR USE BY DEPARTMENT OF INFORMATION TECHNOLOGY**

Location of requested court information: \_\_\_\_\_

*(If some or all of the requested information is not included in court databases, please complete section below.)*

Method of compiling requested court information: \_\_\_\_\_

Cost of compiling requested court information: \_\_\_\_\_

How long will it take to compile requested court information: \_\_\_\_\_

DoIT personnel responsible for compiling requested information: \_\_\_\_\_

\_\_\_\_\_

### **REQUESTED INFORMATION NOT INCLUDED IN COURT DATABASES**

Data requested that is not included in Court databases: \_\_\_\_\_

Other Department(s) that own/hold data required to meet request: \_\_\_\_\_

\_\_\_\_\_

### **FOR USE BY THE COURT INFORMATION COMMITTEE**

Request for Court Information: \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_ Other

Reason for Denial/Other: \_\_\_\_\_

\_\_\_\_\_