



Office of the Clerk of Criminal Court
Thirtieth Judicial District of Tennessee at Memphis
Heidi Kuhn, Clerk

SHELBY COUNTY PUBLIC RECORDS REQUEST FORM

The Tennessee Public Records Act (TPRA) grants **Tennessee citizens** the right to access open public records that exist at the time of the request. The TPRA does not require records custodians to compile information or create or recreate records that do not exist.

To : Shelby County Government
The Shelby County Criminal Court Clerk's Office
Public Records Request Coordinator
201 Poplar Avenue, Suite 3034 Memphis TN 38103
901.222.3200 - Phone
901.222.3225 - Fax
criminalcourt.records@shelbycountyttn.gov

From : _____

Is the Requester a Tennessee citizen? Yes No

Request: Inspection
Copy/Duplicate (Note: Fees may apply) If costs for copies are assessed, the requestor has a right to receive an estimate. Do you wish to waive your right to an estimate and agree to pay copying and duplication costs in an amount not to exceed \$ _____? If so, initial here: _____

Delivery preference: On-Site Pick-Up
USPS First-Class Mail
E-Mail: _____
Other: _____

Records Requested:

Provide a detailed description of the record(s) requested, including: (1) type of record; (2) timeframe or dates for the records sought; and (3) subject matter or key words related to the records. Under the TPRA, record requests must be sufficiently detailed to enable a governmental entity to identify the specific records sought. As such, your record request must provide enough detail to enable the records custodian responding to the request to identify the specific records you are seeking.

Signature of Requestor Date Submitted Signature of Coordinator Date Received