



765 JUSTICE CENTER DR. SUITE 2
DANDRIDGE TENNESSEE 37725

CIRCUIT, GENERAL SESSIONS
& JUVENILE COURT SYSTEM

TELEPHONE 865.471.6000
FACSIMILE 865.397.4894

JeffersonCircuit.com

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. By Law, we have 7 days from date of request to provide requested records. Note, Tenn. Code Ann § 10-7-504(a)(20)(c) permits charging for redaction of private records of a utility.

To: Jefferson County Circuit Court Clerks Office

765 Justice Center Drive Suite 2, Dandridge, TN 37725 – 865-397-2786

From: Requestor's Name: _____

Address: _____

Email: _____ Phone Number (____) ____ - _____

Is the requestor a Tennessee citizen? Yes No

Request: Inspection — (The TPRA does not permit fees or require a written request for inspection only)

Certified Copies - \$5 per certified copy

Regular Copies - .50¢ per copy

Records Requested:

Provide a detailed description of the records(s) requested, including (1) type of record; (2) timeframe or dates for the records sought; (3) style of case (general sessions or circuit, criminal or civil); (4) subject matter or key words related to case or 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 and date submitted _____

Signature of Deputy Clerk and Date Received _____