MINERVA MAYORS COURT
Public Records Request Form

You are not required to fill out this form, nor is it required that you provide your name or intended use of the requested public records. Information provided on this form is solely to assist us in locating the information you're requesting.

Name		Date
Address		
City	State	Zip
Phone Number		

Information Requested: ***Please be specific***. Records sought must be identified with sufficient clarity in order to allow us to identify, retrieve and review the records.

Please Print.

Case numbers _____ Dates _____

Name of subject involved in records your requesting _____

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_____

Information Requested or Description: _____

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Requestor Signature:
For Internal Use Only
Date Request Completed
Total Cost
Employee Completing Request