



Cobb County Magistrate Court - Open Records Request Form

This form is to be used by individuals requesting documents under the Georgia Open Records Act (O.C.G.A. § 50-18-70). No Open Records Request is required to be in writing; however, use of this form will assist both the requestor and the Magistrate Court to fulfill the request as accurately as possible. The Magistrate Court will respond within 3 business days and will provide either the available documents or a response letter stating the time and cost estimates to fulfill the request. Please understand that pursuant to O.C.G.A. § 50-18-71, you may be charged administrative and copying fees for the cost to search, retrieve, copy, redact, and supervise inspection of the requested documents. The fee for copying is generally \$.10 per letter or legal size page unless otherwise provided by state law. In the case of other documents, understand that you may be charged the actual cost to produce such documents. In addition, you may be charged the hourly rate of the lowest paid full time employee with the necessary skill and training to respond to the request after the first 15 minutes. If certified copies are needed, they will need to be picked up in person.

Requestor Information

Name: _____

Address: _____

Phone: _____

Fax: _____

Email Address: _____

How would you like to receive this information ?

Email

Pick-up

Fax

Information Requested

Date of Request: _____

Type of Record: _____

Name of Individual: _____

Date of Incident: _____

Case/Warrant Number: _____

Law Enforcement Agency Involved: _____

Other Information: _____

Magistrate Court Office Use Only

Information/Documents Released

Documents Released: _____

Delivery Method (mail,fax,email, in person): _____

Date: _____

Documents Released by: _____