

# **PUBLIC RECORDS**

## **POLICY AND PROCEDURE OF LAKE CHARLES CITY COURT**

Under the provisions of LSA R.S. 44:32 C. any requests for copies of public records shall be in writing using an approved form provided by the court. Said request will indicate the date the request is made.

In compliance with Federal Law, all personal identifying information for those persons other than the person requesting the information (or that person's legal representative) shall be redacted to remove information that could lead to identity theft such as Social Security numbers, Drivers License numbers and dates of birth.

There will be a \$5.00 minimum fee for certified copies of traffic tickets, criminal summons, and some Civil matters. Ordinary non-certified copies will bear a charge of \$2.00 for each page copied. The per page fee for certified documents after the first page will be \$3.00. R.S. 13:841 et seq.

Recordings will bear a fee of \$25.00 which includes the cost of the CD. All fees payable to the general operating account of Lake Charles City Court. Transcripts will bear the per page cost as charged by a certified court reporter.

## **REQUEST FOR RECORDS**

**DATE:** \_\_\_\_\_

**Description:** \_\_\_\_\_

**Docket #:** \_\_\_\_\_

**No. of pages:** \_\_\_\_\_

**Signature:** \_\_\_\_\_