

IN THE MAGISTRATE COURT OF WALTON COUNTY, STATE OF GEORGIA

REQUEST FOR DUPLICATE CD OF PROCEEDINGS
CIVIL CASE

*** The Magistrate Court is not a court of record. The recording of a civil case is not mandated by law and all cases may not be recorded. Check with the Clerk of the Court to determine if the proceeding has been recorded. The Magistrate Court will not be responsible for any transcription of this duplicate CD. ***

1. Fill out the form completely. An incomplete form will result in the denial of your request.
2. A service fee (duplicate copy of CD) of **\$10.00** is due upon filing this request with the Magistrate Court.
3. Delivery of this request can only be made under the following conditions:
 - a) The only person(s) that can request a duplicate copy of the CD of the proceedings is: Plaintiff, Defendant, District Attorney's Office, Attorney for either Party.
 - b) A Plaintiff or Defendant **must request this information in person** at the Magistrate Court.
 - c) The District Attorney's Office or Attorney representing either party may receive this information by Mailing this request to the Magistrate Court, along with payment in full of \$10.00.

REQUESTING PERSON(S) INFORMATION

Name

City, State, Zip Code

Address

Contact Numbers (Work, Home, Cell Phone #)

Requesting person's relationship to this proceeding: Plaintiff Defendant District Attorney's Office
 Attorney (name party represented) _____

CIVIL CASE INFORMATION

1. Civil Case Type: _____ Civil Case#: _____
2. Date of civil proceeding: ____/____/20____.
3. Name of Defendant: _____
4. Any other information: _____

I understand the requirements for requesting the above listed information and all information contained herein is true and correct.

Signature of person requesting transcript

Date of request

My \$10.00 fee is included in this request by the following method: Money Order Cashier check

WALTON COUNTY MAGISTRATE COURT
303 SOUTH HAMMOND DRIVE, SUITE 116
MONROE, GEORGIA 30655
770-267-1349