A picture containing text, sign

Description automatically generated

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

Sunshine Law Request

Request for Public Records

To: Clinton County Clerk

207 N. Main Street

Room 103

Plattsburg, MO 64465

This is a request for records under the Missouri Sunshine Law, Chapter 610, Revised Statutes of Missouri.

I REQUEST THAT YOU MAKE AVAILABLE TO ME THE FOLLOWING RECORDS or ALL RECORDS THAT RELATE TO: (Describe the records as specifically as possible. Include Dates if you can):

|  |
| --- |
| Click or tap here to enter text |

I REQUEST THAT THE RECORDS RESPONSIVE TO MY REQUEST BE COPIED AND SENT TO ME AT THE FOLLOWING ADDRESS:

|  |  |
| --- | --- |
| Address Line 1 | Enter text. |
| Address Line 2 | Enter text. |
| City, State | Enter text. |
| Zip | Enter text. |

|  |  |
| --- | --- |
| Phone | Enter text. |
| Email | Enter text. |
| Preferred Format for requested documents (Physical or Electronic) | Enter text. |

I understand there is a fee for copying of 10 cents per page and a minimum research/pull fee covering the cost of labor. However, the actual cost of the lowest paid person qualified to fulfill the request, shall be assessed as the research/pull fee, if required by the nature of the request, as determined by the custodian of records. The forms of payment we accept are cash, check, and credit/debit cards . Checks need to be written to “Clinton County Clerk Fees”

Please let me know in advance of any search or copying fees will exceed $ Enter Amount

If portions of the requested records are closed, please segregate the closed portions, and provide me with the non-closed part of the records.