

**APPLICATION AND REQUEST FOR
COMPUTER-BASED DATA
OF THE UNIFIED JUDICIAL SYSTEM FROM
THE ADMINISTRATIVE OFFICE OF COURTS**

NOTICE TO REQUESTER:

This application, when submitted according to the procedures adopted by the Administrative Director of Courts, will be processed and evaluated in accordance with Rule 33, Alabama Rules of Judicial Administration. Once submitted, this application and the completed contract absolving UJS personnel from liability and any costs incurred in producing or distributing this information shall become a public record subject to disclosure.

If you have made a request within the preceding six months for computer-based data which is substantially identical to this request for information, your request will be denied. If your request is approved, costs will accrue in accordance with the contract; therefore, before submitting this application, carefully consider whether the information requested will meet your needs and if it is required for your objective.

PART I.

DATE OF REQUEST: _____

NAME OF REQUESTER _____

ADDRESS OF REQUESTER _____

PHONE NUMBER _____

NAME OF PERSON OR ENTITY ON WHOSE BEHALF THIS REQUEST IS MADE _____

DESCRIBE INFORMATION REQUESTED (**Be Specific**):

REASON THE INFORMATION IS WANTED:

SPECIFY HOW THE INFORMATION WILL BE USED:

LIST PERSON(S) OR ORGANIZATION(S) TO WHOM THE INFORMATION WILL BE DISCLOSED OR DISTRIBUTED:

SIGNATURE OF REQUESTER

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PART II.

(AOC USE ONLY)

TO BE COMPLETED BY THE ADMINISTRATIVE DIRECTOR OF COURTS

DATE REQUEST RECEIVED: _____

You are hereby notified that your application has been processed and evaluated in accordance with Rule 33, Alabama Rules of Judicial Administration, and it is

_____ **GRANTED**

_____ **DENIED**

If denied, the reason(s) for denial is/are as follows:

The estimated cost for fulfilling your request is:

Date

Administrative Director of Courts

CONTRACT

IT IS UNDERSTOOD that the Administrative Office of Courts, the Administrative Director of Courts or UJS personnel are not responsible for any errors in the information supplied to the Requestor and are not liable for any use or disclosure of said information beyond that stated on the application attached hereto and incorporated by reference as if set out word for word. The Requestor agrees to comply with all federal, state, and local laws, rules, and regulations, including, but not limited to, the Fair Credit Reporting Act.

The Administrative Director of Courts agrees to provide the information requested, and the UNDERSIGNED REQUESTOR AGREES to use and distribute the information only as provided in the above-referenced statement of intended use and distribution; the UNDERSIGNED REQUESTOR FURTHER AGREES to take reasonable precautions to prevent any disclosure of information beyond that stated; the UNDERSIGNED REQUESTOR FURTHER AGREES that the documented method of retrieving the information is adequate and will sufficiently fulfill the request and that any requested changes in the method will necessitate submitting an entirely new application; the UNDERSIGNED REQUESTOR FURTHER AGREES to pay, unless payment has been waived, the estimated cost with return of this contract and, upon fulfillment of the request, to pay the difference if the charges are more than the estimated cost, with the understanding that a refund will be made if the charges be less; and finally, the UNDERSIGNED REQUESTOR ACCEPTS these and the following special conditions:

IT IS FULLY UNDERSTOOD that the violation of any of the terms of this contract or failure to return this contract within fifteen (15) days of receipt will result in withdrawal of approval and denial of this request.

Signature
Administrative Director of Courts

Signature of Requestor, Title

Organization/Firm

Date

Date

SWORN TO AND SUBSCRIBED
before me this _____ day of
_____, 19____.

NOTARY PUBLIC