

**Marietta Municipal Court**  
**240 Lemon Street**  
**Marietta, GA 30060**  
**770-794-5400**  
**770-794-5405 (fax)**

Filed in: \_\_\_\_\_

Deputy Court Clerk: \_\_\_\_\_

**REQUEST FOR LOCAL COURT RECORDS SEARCH**

The State of Georgia Court Common Records Retention Schedule, requires courts to retain files related to traffic and local ordinance violations for six years; twenty years for the offenses of driving under the influence, misdemeanor possession of marijuana and shoplifting from the date of completion, then destroy. **Price for copies are as follows: \$0.10 per page and \$5.00 for certified copy. There is no charge for records search and subsequent findings unless copies are requested.**

This record search will only provide case information for offenses that occurred within the city limits of Marietta and are of a misdemeanor nature as described above. This record search will not reveal arrests for any other offenses. Should you need information concerning other arrest types and/or convictions you should contact the Cobb County State Court and/or Superior Court or request a Criminal History from Georgia Bureau of Investigations at <https://gbi.georgia.gov/obtaining-criminal-history-record-information> We cannot provide driver history information, please contact the Georgia Department of Public Safety [www.dds.ga.gov](http://www.dds.ga.gov)

Please complete the following information. Please be aware staff will attempt to conduct a record search immediately. However, in certain instances it may require as long as 72 hours to complete your request.

**Check the applicable section:**

- I am requesting a record search for the specific offense and dates indicated below.
- I am requesting a record search for the named individual for 20 years from the current date.
- Please provide complete copy of the record.     Certified Copy     Plain Copy
- Please provide copy of final disposition only.     Certified Copy     Plain Copy

**Complete the following information concerning the person you would like the records search conducted on:**

<b>NAME</b>		<b>DATE OF BIRTH</b>	
<b>SSN</b>		<b>DRIVER LICENSE NUMBER</b>	
<b>CHARGES, IF KNOWN</b>		<b>OFFENSE DATE(s), IF KNOWN</b>	
<b>DISPOSITION DATE, IF KNOWN</b>		<b>DISPOSITION OF CASE, IF KNOWN</b>	

**Please complete the information below:**

<b>DATE</b>		<b>REQUESTOR'S NAME</b>	
<b>TELEPHONE NUMBER</b>			
<b>ADDRESS</b>			
<b>REQUESTOR'S SIGNATURE</b>			