

# LIVINGSTON PARISH CLERK OF COURT'S OFFICE

## Criminal Record Check Request

*If you need the defendant's record check run with multiple name variations (i.e. maiden name, new married name, etc.) then a separate form and fee must be submitted for each requested name.*

PLEASE PRINT

Defendant's Name: \_\_\_\_\_

Defendant's Date of Birth (Required): \_\_\_\_\_

Please check one:

\_\_\_\_\_ I request a report of records from 1990 through current date.

\_\_\_\_\_ I request a report that includes records from prior to 1990 through current date.

Please send a certified affidavit with the record check results for the above named defendant to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

I understand that the results I receive will contain information from the case management system and files of the Livingston Parish Courthouse. The records reported will be from this court only, and will exclusively include the defendant's docket number(s), offense(s), and a brief description of the disposition(s).

\_\_\_\_\_  
Signature of Individual Submitting this Request

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

Please mail this completed form with a check or money order in the amount of **\$20.00** made payable to the "Livingston Parish Clerk of Court's Office" to:

Livingston Parish Clerk of Court's Office  
Attn: Criminal Department  
P. O. Box 1150  
Livingston, LA 70754