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Clerk of Circuit Court Policy on Charges for Outgoing Faxes

As of 10/31/2018, the following policy will be in effect concerning requests to have court documents faxed.

Billing

Court documents of 1-6 pages will be billed at the rate of \$1.25 per page (statutory copy fee) plus a \$3.00 fax charge.

Court documents of 7-10 pages will be billed at the rate of \$1.25 per page (statutory copy fee) plus a \$5.00 fax charge.

Court documents of 11-20 pages will be billed at the rate of \$1.25 per page (statutory copy fee) plus a \$10.00 fax charge.

Court documents of 21-30 pages will be billed at the rate of \$1.25 per page (statutory copy fee) plus a \$15.00 fax charge.

Court documents of 31-40 pages will be billed at the rate of \$1.25 per page (statutory copy fee) plus a \$20.00 fax charge.

Court documents of 41-50 pages will be billed at the rate of \$1.25 per page (statutory copy fee) plus a \$25.00 fax charge.

Page Limit

Any request to fax court documents greater than 50 pages must be approved by the Clerk of Circuit Court.

Payment

Full payment is required in advance unless specific arrangements are approved by the Clerk of Circuit Court prior to court documents being faxed.