



**Circuit Court of St. Louis County, Missouri
City of Crestwood Municipal Division
One Detjen Drive, Crestwood, Missouri 63126
Phone (314) 729-4776 Fax (314) 729-4882**

Record Request Notification:

1. Records of all courts are presumed to be open to any member of the public for purposes of inspection or copying during the regular business hours of the court having custody of the records. This policy does not apply to records that are confidential pursuant to statute, court rules, or court order; judicial or judicial staff work product; internal electronic mail; memoranda or drafts; or appellate judicial case assignments.
2. Records, information and services shall be provided at a time and in a manner that does not interfere with the regular business of the courts.
3. The clerk of court is not required to review the case document to confirm that the party has omitted personal information and shall not refuse to accept or file the document on that basis. The responsibility for redacting personal information rests solely with counsel, the parties or any other person preparing or filing the document. The clerk will not review each document for compliance with this policy.
4. COR 2 imposes no obligation upon the judiciary to create a data element, make a data element available electronically, or produce non-standard reports.
5. Public records from which a person can be identified will be made available upon request only by inquiry of a single case or by accessing any public index.
6. Official court files. Case records containing social security numbers and personal information may be disseminated pursuant to COR 2.02 if such records are otherwise open to the public pursuant to statute. Unless required by statute, court personnel are not required to expunge or redact social security numbers or personal information that appears in case records.
7. Public inquiries. Any public inquiries specifically requesting personal information shall be answered only by providing access to the case files. The clerks shall not provide such information verbally or by facsimile, or e-mail. Personal information includes, but is not limited to:
 - (1) Social security numbers;
 - (2) Motor vehicle operator license numbers;
 - (3) Victim information including name, address, and other contact information;
 - (4) Informant information including name, address, and other contact information;
 - (5) Witness information including name, address, and other contact information;
 - (6) State identification numbers; and
 - (7) Financial institution account numbers, credit card numbers, personal identification numbers, or passwords used to secure accounts.
8. There is no obligation for the courts to compile information from court records.
9. Reasonable fees may be charged for services provided.