

Custody of Court Records Form

Purpose: Documents the transfer of accounting records between courts

Court Site: _____

Date Records Obtained: _____

Court Site Employee: _____ **Title:** _____

Employees Picking up Records: _____ **Title:** _____

Employee Requesting Records: _____ **Title:** _____

List of Records Obtained:

Date Returned to Court Office: _____

Court Site Employee: _____ **Title:** _____

Employee Returning Records: _____ **Title:** _____