

**STATE OF NORTH CAROLINA**  
**NORTH CAROLINA ADMINISTRATIVE OFFICE OF THE COURTS**

**PUBLIC RECORDS REQUEST**  
**BY EMPLOYEE**

*This form is for Judicial Branch employees to request information needed solely for the purpose of their work with the Judicial Branch. If information is needed for other purposes not related to Judicial Branch work (this includes for campaign purposes), please complete the Public Records Electronic Request Form located at <http://nccourts.org/Citizens/JData/NewPRR/PubRequest.asp>.*

**SECTION A - REQUESTOR INFORMATION**

**\*Required Fields**

*Name Of Requesting Individual		County Of Employment	
*Phone	Fax	*Email	
*Office/Division/Conference Of Employment			
*Mailing Address			
*City		*State	*Zip Code

**SECTION B - RECORD(S) REQUESTED**

Describe the record(s) you are requesting. Please be as specific as possible and include enough details to assist the North Carolina Administrative Office of the Courts (NCAOC) staff in retrieving the record(s). You must identify or describe the record(s) with sufficient specificity to enable NCAOC to determine whether or not the NCAOC is the custodian of the record(s) and whether records exist that are responsive to your request.

*\*Description Of Record(s) Requested (Attach additional sheets, if necessary.)*

**SECTION C - RECEIVING RECORD(S)**

*Please specify the preferred method for receiving the requested record(s).*

\*I prefer to receive the record(s):

By postal mail at the mailing address listed above. *(Charges may apply for postage.)*

By email at the email address above, if electronic format is available for the record(s) requested and the request is not too large for electronic transmission.

In person.

Electronically, if record is available in this format. *(Please note NCAOC is not required to custom-format requests. Additionally, there may be custom software and/or licensee issues that would prohibit NCAOC from providing records electronically.)*

By Courier.

*Have you contacted any other office or representative of the NCAOC about this request? If so, list:*

By submitting this request in any manner, I certify to and acknowledge the following: that the information above is true and correct to the best of my knowledge; that I understand the submission of this request creates a public record that may be produced, if requested; that I have been informed that any and all requests made may be shared with the custodian of the public record and/or any other third parties, as the NCAOC may deem reasonable; that I am requesting this information for the sole purpose of performing the responsibilities of my employment or official position in the Judicial Branch.

This request may be submitted in one of the following manners:

**In Person:** 901 Corporate Center Drive  
Raleigh, NC 27607

**By Mail:** P.O. Box 2448  
Raleigh, NC 27602