

Office of the Clerk
Sheila Studdard

Clerk of Superior Court
Fayette County, Georgia

RE: OPEN RECORDS ACT

1. As custodian of the superior court records of this county, this office is open during regular business hours Monday - Friday (normal holidays excluded). Any person may view public records during the regular business hours with no fee charged for viewing. Copies of these public records are available and may be printed on the copy machine in the record room at a cost of \$.25 per page with staff supervision.

2. In reference to O.C.G.A. § 50-18-71 Right of access to make photographs or reproductions. I have not denied anyone access to make copies of public records in my custody. As Fayette County Superior Court Clerk I am custodian of these public records, I am in compliance with the "Open Records Act" because I grant reasonable access to the files in my custody; however, I am not required to comb through the files and locate, inspect and produce the documents sought. *Felker v. Lukemire*, 267, 477 S.E.2d 23 (1996).

3. **Indigents.** There is no provision in this code section for the excusal of payment of fees for copies upon filing a pauper's affidavit. *McBride v. Wetherington*, 199 Ga. App. 7, 403 S.E.2d 873 (1991). Any designated representative of choice may obtain information from files and copies from files on record in instances where the interested party is incarcerated. *Certain information contained in employed or appointed counsel's file may be sought from that person's office and is not contained in court files.*

TO OBTAIN INFORMATION OR COPIES FROM YOUR COURT FILE

(A) Send a representative to this office to obtain information or copies from a specific case numbered file under conditions outlined above including fee.

(B) Request specific documents from your court file with case number such as indictment or a sentence. I will prepare a statement of costs to be paid in advance of copying and mailing to you to include administrative cost for search and retrieval under O.C.G.A. § 50-18-71.2 and O.C.G.A. § 15-6-77.