



April 27, 2017

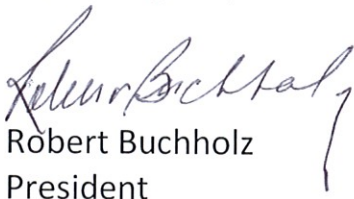
Ms. Loretta Phillips  
Mississippi Madison County Board of Supervisors  
146 West Center Street  
Canton, MS 39046

Dear Loretta,

The Mississippi Administrative Office of Courts has informed us that their fee to access criminal records will increase to \$10.00 from \$5.00, effective May 1<sup>st</sup>, 2017. I have attached a copy of the AOC notice for your reference.

If you have any questions regarding this change, please feel free to contact us.

Warm Regards,

  
Robert Buchholz  
President



Administrative Office of Courts  
Subscriber Service Fee Increase  
\$5 to \$10 per name  
One time Start- up fee \$25 to \$35  
Effective May 1, 2017

All **new subscribers** will be assessed a one-time start-up charge of **\$35.00**. If you already have an account with us, the new start up fee does not apply to you. Each search is charged **\$10.00**. Our data is supplied by court clerks and the credibility of that data is reliant upon their compliance; however, a rather vigorous validation process involves judges and other court staff which insures a high percentage of accuracy. Criminal search requests must include the full name of the individual, date of birth and the full Social Security number if available. We have a 24 hour turn around time; however, majority of requests are processed same day if received before 4:00 p.m.CST. All searches are statewide. We collect all felonies and some misdemeanors if the felony was reduced to a misdemeanor.

To utilize this service, subscribers should fax a letter on their letterhead which states the purpose for which they will use the information and that the subscriber acknowledges and agrees to the fees and stipulations contained in the previous paragraph. That letter should be faxed to 601-576-4639 to the attention of Danya Knox; upon receipt of the faxed letter, the subscriber is ready to begin submitting search requests. The start-up fee and search charges will be billed to the subscriber at the end of the first month's usage.

Search requests must be on one page with the return-fax number clearly displayed. Requests may include more than one individual to be researched. Maiden/married names are included as one search and should be on one page under the defendant's name to be searched.. Danya\* Knox (601-576-4630) is the AOC employee who conducts the searches; if there are subsequent questions concerning a search, Mrs. Knox serves as the subscriber's contact.

If there are any further questions concerning the fee increase, call Mrs. Knox at 601-576-4630. Thank you for your business.

\*pronounced dan-YAY

Scott Roberts & Associates 888-605-4305