



THE CIRCUIT COURT OF MONTGOMERY COUNTY

GINA J. ISHMAN
Circuit Clerk
Montgomery County, Alabama
(334) 832-1260

PHELPS-PRICE JUSTICE CENTER
251 South Lawrence Street
P.O. Box 1667
Montgomery, Alabama 36102-1667

MONTGOMERY COUNTY CIRCUIT CLERK **COVID-19 RESPONSE**

Effective 3/19/2020

In response to the Alabama Supreme Court's Administrative Order, dated March 13, 2020 and the Presiding Judge of the Fifteenth Judicial Circuit's Administrative Order, dated March 17, 2020, the Montgomery County Circuit Clerk's office, including the civil division, criminal division, domestic relations division and juvenile division will begin operating on a skeletal and remote operating status.

Our office is committed to continuing court essential functions as they have been outlined to us. District Court magistrates will schedule citizen warrants for domestic violence offenses and other violent matters. PFA's will still be processed.

CLERK OFFICE OPERATION HOURS:

For court information, we will have limited staffing available by phone in the office from 9:00 a.m. until 2:00 p.m. Please contact our office at (334) 832-1260.

Our office will be available by e-mail at: montgomerycircuitclerk@alacourt.gov

Forms and other general information are available on our website at:

Montgomery.alacourt.gov

COURT FILING OPTIONS:

Currently, we have several filing options for your convenience. Due to skeletal staffing in the office, please understand there might be delays in processing filings, court orders, motions, etc. We are doing our best! We will prioritize court filings based on the essential function guidelines. Below are filing options:

1. By **AlaFile** for attorneys or registered users (Note: Attorney boxes in the clerk's office are not accessible). All court documents will be electronically sent or mailed.
2. By **MAIL** (please include appropriate court cost, if necessary):

Montgomery County Circuit Clerk
P.O. Box 1667
Montgomery, AL 36104

3. By **E-MAIL**: montgomerycircuitclerk@alacourt.gov
4. By **DROP BOX**. A drop box is located outside the Montgomery County Courthouse from 9:00 a.m. until 5:00 p.m. Monday through Friday.

PAYMENTS TO THE COURT:

Traffic tickets for upcoming court hearings can be paid online at alapay.com (you must have UTC number and DOB).

Payments will be accepted over the phone by credit card for traffic tickets, fines and restitution and other court costs. **All credit card payments have a 4% processing fee.**

For payments that cannot be made by credit card or over the phone, payments should be mailed to: **P.O. Box 1667, Montgomery, AL 36104.**

Payments made to the court will be receipted and deposited weekly. Restitution payments, alimony, garnishment checks and other court ordered monies for civil, criminal, juvenile and domestic relations will be mailed on a weekly basis. **ALL CHECKS WILL BE MAILED, NO EXCEPTIONS.**

REQUEST FOR COURT RECORDS:

Court records can be obtained through our website: montgomery.alacourt.gov by clicking on link *Just On Look-On Demand Court Records* link. In addition, request for records can be sent by mail or emailed to: montgomerycircuitclerk@alacourt.gov. Please allow 3-4 weeks to process requests. **Record search fees will apply.**

MONTGOMERY CIRCUIT CLERK CONTACT INFORMATION

Main Office: **(334) 832-1260**

Fax: **(334) 832-7787**

Email: montgomerycircuitclerk@alacourt.gov

Website: Montgomery.alacourt.gov

Absentee Office: **(334) 832-1281**

EMERGENCY CONTACT

Circuit Clerk, Gina Ishman

Email: gina.ishman@alacourt.gov

Office: (334) 832-1384

Cell: (334) 328-0886

Civil/Criminal Deputy Clerk, Shirley Grant

Email: shirley.grant@alacourt.gov

Office: (334) 832-1261

Cell: (334) 414-2672

Juvenile/Domestic Relations Deputy Clerk, Angela Starr

Email: angela.starr@alacourt.gov

Office: (334) 832-2101

Cell: (334) 233-9942