



Donna Barksdale
CIRCUIT CLERK, JACKSON COUNTY
38th JUDICIAL CIRCUIT
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Scottsboro, Alabama 35768
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JACKSON COUNTY
COURTHOUSE
Second Floor

CIVIL DIVISION
Connie McLain, Supervisor
Vera Bleifus
Sandra Brandon
Kim Killen

CONNIE McLAIN
Deputy Clerk
CRIMINAL DIVISION
Karen Allen, Supervisor
Katie Dean
Delayne Ferguson
Mechelle Sanders
Wanda Self
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April 17, 2018

NOTICE

When Requesting Service by Certified Mail:

Effective May 1, 2018, if you are filing a document to be served by certified mail, you **must** prepare an envelope, a USPS green card (PS Form 3811), and a USPS certified mail receipt (PS Form 3800). If your document is electronically filed, please put the completed items in the mail to our office upon completing the e-filing. If the efiled document is a subpoena, please allow for the mailing time of these items to our office to ensure service before the requested date. Or, if you file documents electronically, you have the option of issuing the certified mail from your office so long as the return address on the green card is the Clerk's office address.

Please call if you have any questions.

Thank you.


Donna Barksdale
Circuit Clerk

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