**Clay County Clerk Office Rules**

* **No food, drinks, or tobacco products in vault/ public areas**
* **Clerk & staff do NOT give legal advice**. We are not attorneys.
* Please step into the hall to talk on your cell phone.
* Keep your belongings and books to a **2 ft by 3 ft space** to be considerate to others.
* Scanning is permitted, in a 2 ft. by 3 ft. space. No privately owned equipment shall be left in clerk’s office outside of normal business hours.
* Photographing records is permitted, however, NO flashes
* Public terminals are provided for searching. DO NOT insert any foreign media of any kind into county-owned equipment.
**Limit your time at terminals**, as others may be waiting to use them.
* The Clerk’s Office may or may not require a company or individual to complete an *Application to Copy Open Records*, depending on the size of the copying/scanning project, time it began or will be completed, and equipment to be used
* Do **NOT** stand in chairs. We have a rolling ladder.
* Rules for Public Record books:

If you need copies, you may **take apart ONE book at a time**

Bring us the pages, and we will copy them for you

Tell us the volume and we will write it on your copies for you

We keep copies at front counter until they are paid for

Copies are $1.00 per page (add $5.00 per instrument for certified copies)

If you and one or more people are making copies, out of two or more books, do **NOT** swap pages and/or books. We will take pages from one person, copy them, and hand the pages back to the **SAME** person.
The County Clerk has the right to alter any and all rules according to specific situations that may arise.
The County Clerk has the authority to determine based upon the assessment of the request a reasonable space necessary to conduct the copying of records and to impose such reasonable rules based upon particular equipment or technique described. Any potential disruption to the operation of the Clerk’s office will not be allowed. Updated 9/2015 Effective 10/2015

**NO CELL PHONES**

**NO FOOD OR DRINKS**

**NO TOBACCO PRODUCTS**

**NO FLASH PHOTOGRAPHY**

 **NO PRIVATELY OWNED EQUIPMENT LEFT OVERNIGHT**

 **Thank you**