

73B DISTRICT COURT
FILE/COPY/RECORD
REQUEST FORM

Michigan Law does not require that you put your name and address on this form. This information is required to facilitate the processing of your request.

A person requesting any of the following must fill out this form. If the case is a non-public record, it may not be inspected/copied without either a copy of the statute or rule which allows disclosure or a release by the party whose record is involved and whose identity is personally verified by the Court. This form must be signed in person at the Court specifically identifying the case and authorizing its disclosure.

I am requesting:

Please check one of the following boxes.

- File/Copy
- Civil Record Creation
- Record Compilation (This request will result in the Court Clerk checking the Huron County District Court database ONLY.)

The following standard fees will be charged and must be paid with the request or prior to release of the information on documents.

- Record Creation or Record Compilation Fee – an amount equal to the cost thereof but not less than \$5.00 per request.
 - Copy fee – \$1.00 per page
 - Certified copies and exemplification of records -- \$10.00 plus \$1.00 per page for each document
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Please fill out all of the following that apply:

Date of Request: _____ Requested by (Name): _____

Name of Individual or party: _____ Date of Birth: _____

Address of Individual: Street Address _____

City: _____ State: _____ Zip Code: _____

Case # _____

Request: Review File Copies Entire File Specific Documents

For Record Creation:

Beginning Date: _____ Ending Date: _____

Type of Case:

Copies: _____

All files

Criminal

Traffic Civil Defendant History Inquiry

Landlord/Tenant Register of Action

Other Documents _____

Certified copies/Exemplified Records?

Yes

No

I agree to disclosure of a non-public record.

I also understand that the information obtained from this record check/creation is only to be used for the purposes of proceeding with the Case Number listed above in the 73B District Court.

Date: _____

Name: _____ Signature: _____

Address: _____ Picture ID Provided: _____

_____ Telephone Number: _____

COURT USE ONLY:

No Public Record Exists

Record Creation or Record Compilation fee \$ _____

Copy Cost _____ pages @ \$1.00 a page \$ _____

Certified Copies or Exemplified Records \$ _____

Total: \$ _____

Paid: \$ _____

Handled by: _____ Date: _____