

**15TH JUDICIAL DISTRICT COURT  
CASE FILE COPY REQUEST FORM**

1. Request Date: \_\_\_\_\_  
(MM/DD/YYYY)

2. Requested by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Telephone no.

**NOTE:** Michigan law does not require that you place your name and address on this form. This information is requested to facilitate the processing of your request.

3. Specify the complete case number and/or party name(s):

Case Number: \_\_\_\_\_

Party Name(s): \_\_\_\_\_ v \_\_\_\_\_

Type of Case:      Civil Infraction      Criminal (Felony or Misdemeanor)

                         Civil (Small Claims, General Civil, Landlord/Tenant, etc.)      Other

If the case is a civil infraction or a criminal matter, the defendant's date of birth is needed to verify the record. Date of Birth: \_\_\_\_\_  
(MM/DD/YYYY)

4. Type of record to be copied:

Complete case file

Specific court record. (List documents i.e. Order of Probation, Judgment, Satisfaction of Judgment, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** Access to non-public records is limited to those persons or agencies identified by Michigan statute. You will be required to provide I.D. to the court (e.g. driver's license, state ID card, passport or government issued agency identification). If your request is not being made in-person, a readable copy of your ID must accompany your request. Agencies may also be required to provide a written consent form signed by the individual under investigation.

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**For Court Use Only**

Regular copy = \$0.25 per page. Number of pages: \_\_\_\_\_

Certified copy = \$10.00 for certification + \$1.00 per page. Number of pages: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Total Charged: \_\_\_\_\_