

# 12<sup>th</sup> JUDICIAL DISTRICT COURT

## Civil History Request File Review/Copy Request Form

**NOTICE:** Because we do not collect personal information (d/o/b or Soc. Sec. #) for individuals involved with the legal process, we are unable to positively confirm the results returned to you are for the individual in question.

1. Date of Request: \_\_\_\_\_

2. Requested by: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

3. Please specify the complete case name and/or case number below:

Plaintiff: \_\_\_\_\_ v Defendant \_\_\_\_\_

Case number(s): \_\_\_\_\_

\_\_\_\_\_

4. Nature of Request: \_\_\_\_\_ Register of Actions

\_\_\_\_\_ Review File

\_\_\_\_\_ Obtain Copies

5. If copies are requested, please list documents to be copied:

\_\_\_\_\_ Complete case file Other: \_\_\_\_\_

\_\_\_\_\_ Judgment \_\_\_\_\_

\_\_\_\_\_ Service \_\_\_\_\_

\_\_\_\_\_ Satisfaction \_\_\_\_\_

\_\_\_\_\_ Certified Copy of \_\_\_\_\_

(\$10.00 plus \$2.00 per page fee applies to certified copy requests)

6. How would you like the material(s) returned to you:

Pick Up     Mail     Email     Fax

\*Please note a \$5.00 fee applies to Mail, Email & Fax Requests

**PLEASE NOTE:** There is a charge of \$2.00 per page for copy requests.

Information relating to general civil files 10+ years older or small claims files 6+ years older than the current year will be on microfilm and availability is limited.

\*Requests for copies/access to case files will be accommodated within two business days.

-----  
For Court Use Only

Handled by \_\_\_\_\_ on \_\_\_\_\_  
(Court Clerk) (Date completed)

Number of pages: \_\_\_\_\_ x \$2.00 = \$ \_\_\_\_\_ + Certified Copy Fee \$10.00 = \$ \_\_\_\_\_