**Scott County Court Administration Copy Requests**

 Below are some FAQ’s to assist you in your copy request…

* Please note that Scott County Courts is “paperless” and, while some files are still on site, almost all are held in an off-site storage location.
	+ This means that we may need to have your file brought from storage…this may add several days to the time it takes to process your request…Please keep this in mind when making your request.
* Please be as specific as possible as to the case…
	+ Case # is the easiest way for us to locate the documents
		- If you don’t have the case #...
			* Please provide the Defendant’s full name and date of birth
			* Please provide the date of offense
			* Please provide the charge(s) brought against the Defendant
* Please be specific in your request as to the document(s) you need.
	+ A request for “all documents” may be more than you actually require.
	+ To limit your request, you may visit the Minnesota Courts website at [www.mncourts.gov](http://www.mncourts.gov) and locate the case. The webpage will indicate activity on the case and you can likely narrow your document request this way.
		- NOTE: cases which do not yet have a disposition will not display if you search by Defendant’s name on this website. You must know the case file # in that situation.
* Please note that we cannot provide certain documents…
	+ e.g. Police reports and confidential documents are among those we cannot provide. You may contact the Scott County Attorney’s Office or the law enforcement agency of the case and discuss police reports with them.
* We provide 2 types of Court documents…
	+ A “*plain*” copy is simply a photocopy (or print of a scan if the original document has not been retained due to our paperless process)
	+ A “*certified*” copy is the same as a plain copy but it has been stamped and sealed by Court staff, *certifying* it is a copy of the Court document. NOTE: if you request a multi-page *certified* document, it will be stapled…removing the staple means the document is no longer considered *certified*.
* We charge a fee for each document copy. Note that the size of the document is irrelevant. For example, a traffic citation and sentencing order would be charged as 2 documents. A 2 page order is charged as 1 document. The fees are as listed below…

|  |  |
| --- | --- |
| DOCUMENT TYPE | CHARGE |
| * *plain* copy
 | $10.00 |
| * *certified* copy
 | $16.00 |

* + Payment can be made…
		- By mail, with a check, made out to “Scott County Court Administration”
		- Over the phone, with your credit card (VISA, Discover, or MasterCard)