

HENNEPIN COUNTY DISTRICT COURT

Request Date

Civil/Other Case History Search

**IMPORTANT: This request form is to search for Civil (non—criminal) cases, except Family Court cases. Only court records in the Hennepin County District Court will be searched.*

Part A: Requesting Party

Name (required)

Phone

Address (required)

Email

City, State, Zip (required)

Part B: Case Type to Search & Party Name

Check the box for one case type to search

- Civil Housing
 Mental Health Probate

Date Range to be searched

From: _____ To: _____

Full Name of Person OR Entity to be searched (required)

First

Middle

Last

Person's Date of Birth _____

Name of Entity _____

Part C: Clerk's Certificate

After searching for the above-named party in the Hennepin County District Court records, we will send you a **"Clerk's Certificate"** that says whether or not there is a case history. If there is a history, we will also send you a Case List for that named party.

If a case history exists and you want a copy of the "Register of Actions" or a document from a specific case, please fill out and send us a **"Court Document Copy Request Form"** that you can download from www.mncourts.gov/hennepin.

Part D: Fees & Delivery Options

Fees

\$16 for Clerk's Certificate per name searched

Delivery Option

- U.S. Mail Pick Up
 Other (pre-paid FedEx, UPS, etc.)

Total Fees: _____

 Make check or money order payable to **"District Court Administrator"**. Payment is required **before** request will be processed.

Send completed Record Check Request Form and payment to:

 District Court Records Center
 Hennepin County Govt. Center
 300 S. 6th Street, #B100
 Minneapolis, MN 55487-0332

Questions? Call (612)348-3170

Office Use Only

- Received on _____ Delivered on _____ Incomplete Request
 Amount Paid \$ _____ IFP or Fee Waiver (statute/policy) Pre-approved Media Account Name _____
 Other (e.g., expedited request, etc.) _____

If request is denied or records are unavailable, explain here. Attach additional pages if needed.