

Copy Request Form for Government Agents	Request Date
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Part A: Requesting Party

Name	Phone
Address	City, State, Zip
Government Agency	Job Title

Part B: Case Information

Select Case Type	Court File Number <small>Try to find it here: http://www.mncourts.gov/?page=3547</small>						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; padding: 5px;">Civil</td> <td style="width: 33%; padding: 5px;">Conciliation</td> <td style="width: 33%; padding: 5px;">Probate/Mental Health</td> </tr> <tr> <td style="padding: 5px;">Criminal</td> <td style="padding: 5px;">Family</td> <td style="padding: 5px;">Juvenile</td> </tr> </table>	Civil	Conciliation	Probate/Mental Health	Criminal	Family	Juvenile	Case Date Range
Civil	Conciliation	Probate/Mental Health					
Criminal	Family	Juvenile					
	From: _____ To: _____						

Party Name(s)
Plaintiff / Petitioner _____
Defendant/Respondent / Judgment Debtor _____
Defendant's Date of Birth _____
In criminal cases, you **must** include the Defendant's date of birth or case number(s).

Part C: Document(s) & Type of Copy

Check the box below for the document you want. If you do not know the document title or it is not listed here, please describe it below. Attach more pages as needed.

of Copies: _____

Document Name	Plain, Certified, Exemplified, or Certified/Exemplified

Part D: Delivery & Sending

Delivery Options U.S. Mail Pick up in Lake County (<i>Two Harbors</i>) Email (<i>Confidential documents cannot be emailed</i>) Fax	Preferred Delivery Options 1 st preference: _____ Contact Information: _____ 2 nd preference: _____ Contact Information: _____
Sending Options Mail Lake County Court Administration Attn: 6th District Copy Center 601 3 rd Ave. Two Harbors, MN 55616 Fax 218-834-8331 Email 6thCentralCopy@courts.state.mn.us	Questions? Call: (218) 834-8330 or 1-800-450-8832, ext. 330

Find additional Request Forms here: <http://www.mncourts.gov/district/6/?page=5085>