

FIFTH JUDICIAL DISTRICT COPY REQUEST

Information About the Case for your Copy Request

1. What is the court file number? _____
 - The court file number is **required**. You can find it by accessing:
<http://www.mncourts.gov/Access-Case-Records.aspx>
 - If you cannot find the court file number, provide as much information as possible, including the county.

2. What would you like copies of?
Identify the document(s) you want in the list below. If you do not know the document title, please describe it. Attach more pages as needed.

Document Name	Plain, Certified, Exemplified, or Certified/Exemplified	Number of Copies

How to Contact You

Name: _____ Phone: _____
 Address: _____
 City, State, Zip: _____

Copy Delivery Options

- Pick up at Court Administration Office

- Email: _____
 **Please note we are unable to email documents containing confidential information.

- Fax: _____

- U.S. Mail to address provided above

- eService

- U.S. Mail to alternate address: _____

If you have questions, please contact the Court Administrator.