



HENNEPIN COUNTY DISTRICT COURT

Request Date

Criminal Case History Search

**IMPORTANT: Search is only for adult criminal cases in the Hennepin County District Court. For a statewide criminal "background" check, contact the MN Bureau of Criminal Apprehension.*

Part A: Requesting Party

Name (required)

Phone (required)

Address (required)

Email

City, State, Zip (required)

Part B: Defendant

Defendant's Full Name (required)

First

Middle

Last

Defendant's Date of Birth

or Court File #

*

* Requesting party must provide defendant's date of birth or court file number, or the search cannot be done.

Part C: Clerk's Certificate

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

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.