



FOURTH JUDICIAL DISTRICT

Hennepin County District Court

# Copy Request Form

(Civil, Conciliation, Criminal, Family, Mental Health, Probate, & Traffic cases)

Send completed Request Form and payment to:  
Fourth Judicial District Court Records Center  
Hennepin County Government Center  
300 South Sixth Street, #B100  
Minneapolis, MN 55487-0332

Questions? Call (612) 348-3170

Contact [Housing Court](#) or [Juvenile Court](#) to get copies of their case records.

## Part A: Requesting Party

Name <i>(required)</i>	Phone
Address <i>(required for certified copies or mail delivery)</i>	Email <i>(required for plain copies delivered via email)</i>
City / State / Zip	Fax <i>(required for plain copies delivered via fax)</i>

## Part B: Case Information

Party name(s) at the time the case was filed  Plaintiff / Petitioner _____ Defendant / Respondent _____ Defendant's Date of Birth* _____ <small>* For criminal records, you <b>must include</b> Defendant's date of birth or the court file number (below).</small>	If you request a copy of a confidential record (e.g., paternity), you <b>must attach</b> a copy of your photo I.D. to this form to verify that you are a party in the case. We cannot email or fax confidential documents.
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Court File Number <i>(if known)</i>	If you want a copy of a document from a case filed <b>before 1970</b> and you don't know the file number, fill in a 5-year date range of when the case was probably filed. Date range from: _____ to: _____
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## Part C: Document(s) & Type of Copy \$10 for each plain copy \$16 for each certified copy

Check the box for the document(s) you want **and** fill in the number for each type of copy. If you don't know the document title or it's not listed here, please describe it in "Other" below. Attach more pages if needed. **\*Note:** If you want a **specific version** of a document other than the most recent, please fill in the date the document was filed. Find filing dates at [www.mncourts.gov/caserecords](http://www.mncourts.gov/caserecords).

	Plain Copy (\$10)	Certified Copy (\$16)	Date Filed*
<input type="checkbox"/> Example Order <i>number of copies #</i> <u>2</u>	# <u>2</u>	# <u>2</u>	<u>5/2/2014</u> (fees due = \$52 (\$20 + \$32))
<input type="checkbox"/> Divorce Decree	# _____	# _____	_____
<input type="checkbox"/> Child Support Order	# _____	# _____	_____
<input type="checkbox"/> Visitation / Custody Order	# _____	# _____	_____
<input type="checkbox"/> QDRO (Qualified Domestic Relations Order)	# _____	# _____	_____
<input type="checkbox"/> Judgment	# _____	# _____	_____
<input type="checkbox"/> Name Change Order	# _____	# _____	_____
<input type="checkbox"/> Summons and Complaint/Petition	# _____	# _____	_____
<input type="checkbox"/> Summary Real Estate Judgment	# _____	# _____	_____
<input type="checkbox"/> Plea Petition	# _____	# _____	_____
<input type="checkbox"/> Conviction	# _____	# _____	_____
<input type="checkbox"/> Real Estate Sales Package (Probate)	# _____	# _____	_____
<input type="checkbox"/> Other / Comments: _____			

## Part D: Copy Fees & Delivery Options \$10 for each plain copy \$16 for each certified copy

<b>Copy Fees</b> Make check or money order payable to "District Court Administrator." We require payment <b>before</b> we will process your request.  <input type="checkbox"/> Check box if you have an IFP/Fee Waiver Order from the court.	<b>Delivery Options</b> <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Email* <input type="checkbox"/> Fax* <input type="checkbox"/> Pick Up <input type="checkbox"/> Other (pre-paid FedEx, UPS, etc.)  <small>*Plain copy and non-confidential documents only.</small>
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