



**Sixth Judicial District**  
Carlton | Cook | Lake | St. Louis: Duluth, Hibbing, Virginia

**Sixth Judicial District Copy Center**  
Lake County

The Sixth District Copy Center  
Please eFile your Sixth District copy request into file  
**38-CV-16-1 ONLY.**  
Lake County will fulfill your request.

# Copy Request Form for eFiling

Request Date: \_\_\_\_\_

## Part A: Information About the Case for Your Copy Request

1. What County is the file of your request from? \_\_\_\_\_

2. What is the court file number\*?: \_\_\_\_\_

\*The court file number is **required**. Find it here: <http://www.mncourts.gov/Access-Case-Records.aspx>  
If you cannot find it, provide as much information as possible, including the county.

3. Identify the case parties.

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).*

4. 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

## Part B: How to Contact You

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

## Part C: Delivery Options

- Pick up in Lake County (*Two Harbors*)
- Email: \_\_\_\_\_
- Fax: \_\_\_\_\_
- U.S. Mail to address identified in Part B.
- U.S. Mail to separate address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions? Call:** (218) 834-8330 or 1-800-450-8832, ext. 330

**NEED ADDITIONAL COPIES OF THIS FORM? Find it on the website below by clicking on Copy Requests.**

<http://www.mncourts.gov/Find-Courts/Sixth-Judicial-District.aspx>

## eFiling Your Copy Request

**NOTE!** Only registered users of the Odyssey File & Serve application may eFile. If you are *not* a registered user of the Odyssey File & Serve application, you will have to either (1) register or (2) submit your request using the alternate options offered.

1. To register for Odyssey File & Serve, go here:  
<https://minnesota.tylerhost.net/>.
2. For more information about filing Copy Requests in the Sixth District, click the “Copy Requests” tab on the Sixth District’s website here:  
<http://www.mncourts.gov/Find-Courts/Sixth-Judicial-District.aspx>.

Please follow these steps carefully to ensure proper submission of your request.

### INSTRUCTIONS

1. Print the form and fill it out completely. *Any missing information will delay your request.*
2. Scan the form to your computer and save it as appropriate.
3. Go to <https://minnesota.tylerhost.net/> to eFile this saved form.
  - a. Search for file 38-CV-16-1.
  - b. Start a subsequent filing into 38-CV-16-1.
    - i. *Do not add yourself as a party or as an attorney*, and instead advance to the next section called “Filings.”
    - ii. Add the Copy Request Filing Code, Filing Description, and Reference Number.
    - iii. Upload your completed Copy Request Form for eFiling in a searchable PDF format.
    - iv. Proceed as appropriate with payment. If you are a government agent, select the Waiver Account option.
  - c. Submit your request.

For more information about Copy Requests in the Sixth, click the “Copy Requests” tab on the Sixth District’s website here: <http://www.mncourts.gov/Find-Courts/Sixth-Judicial-District.aspx>.

If you have questions about eFiling, please call the eFile Support Center at 1-855-291-8246 on weekdays between the hours of 8:30 a.m. and 4:30 p.m.