



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 <table style="width:100%; border: none;"> <tr> <td style="padding: 5px;">Civil</td> <td style="padding: 5px;">Conciliation</td> <td style="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	Court File Number* <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <small>*The court file number is required. Try to find it here: http://www.mncourts.gov/?page=3547 If you cannot find it, provide as much information as possible, including the county.</small>
Civil	Conciliation	Probate/Mental Health					
Criminal	Family	Juvenile					

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 _____ <small>(Confidential documents cannot be emailed)</small> 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 <i>or</i> 1-800-450-8832, ext. 330

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