

Copy Request Form

Hennepin County (4th) District Court

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

Contact [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* _____	Photo ID required for copies of confidential document(s) (e.g., paternity), you must attach 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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* For criminal records, you **must include** Defendant's date of birth or the court file number (below).

Court File Number <i>(if known)</i>	If you want a copy of a document from a case filed before 1970 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 **\$8 per copy of plain copy; \$14 per copy 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 or index numbers at www.mncourts.gov/caserecords.

Document	Plain Copy \$8.00	Certified Copy \$14.00	Date Document Filed/Index #	\$ Total
<input type="checkbox"/> <i>Example</i>	1	2		\$36.00
<input type="checkbox"/> Divorce Decree	#	#		
<input type="checkbox"/> Certificate of Dissolution	#	#		
<input type="checkbox"/> Child Support Order	#	#		
<input type="checkbox"/> Visitation/Custody Order	#	#		
<input type="checkbox"/> QDRO (Qualified Domestic Relations Order)	#	#		
<input type="checkbox"/> Civil Money Judgment/Criminal Judgment	#	#		
<input type="checkbox"/> Civil 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"/> Criminal Register of Actions (Conviction)	#	#		
<input type="checkbox"/> Other				

Part D: Copy Fees & Delivery Options

\$8 for each plain copy \$14 for each certified copy

Copy Fees: Make check or money order payable to "District Court Administrator." We require payment before we will process your request. <input type="checkbox"/> Check box if you have an IFP/Fee Waiver Order from the Court.	Delivery Options: <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Email* <input type="checkbox"/> Fax* <input type="checkbox"/> Pick Up <input type="checkbox"/> Other (prepaid FedEx, UPS, etc.) <small>*Plain copy and non-confidential documents Only</small>
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Send completed Request Form and payment to: Records Center Hennepin County Government Center 300 South Sixth Street, #B100 Minneapolis, MN 55487-0332 **Questions? Call (612) 348-3170**