

HENNEPIN COUNTY DISTRICT COURT

Request Date

# Civil/Other Case History Search

*\*IMPORTANT: This request form is to search for Civil (non—criminal) cases, except Family Court cases. Only court records in the Hennepin County District Court will be searched.*

## Part A: Requesting Party

Name (required)

Phone

Address (required)

Email

City, State, Zip (required)

## Part B: Case Type to Search & Party Name

Check the box for one case type to search

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Civil         | <input type="checkbox"/> Housing |
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Probate |

Date Range to be searched

From: \_\_\_\_\_ To: \_\_\_\_\_

Full Name of Person OR Entity to be searched (required)

First

Middle

Last

Person's Date of Birth \_\_\_\_\_

Name of Entity \_\_\_\_\_

## Part C: Clerk's Certificate

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

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](http://www.mncourts.gov/hennepin).

## Part D: Fees & Delivery Options

**Fees**

\$14 for Clerk's Certificate per name searched

**Delivery Option**

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> U.S. Mail                         | <input type="checkbox"/> Pick Up |
| <input type="checkbox"/> 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. 6<sup>th</sup> Street, #B100  
 Minneapolis, MN 55487-0332

**Questions? Call (612)348-3170**

### Office Use Only

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Received on _____                           | <input type="checkbox"/> Delivered on _____                 | <input type="checkbox"/> Incomplete Request                    |
| <input type="checkbox"/> Amount Paid \$ _____                        | <input type="checkbox"/> IFP or Fee Waiver (statute/policy) | <input type="checkbox"/> Pre-approved Media Account Name _____ |
| <input type="checkbox"/> Other (e.g., expedited request, etc.) _____ |   |  |

If request is denied or records are unavailable, explain here. Attach additional pages if needed.