



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

**Sixth Judicial District Copy Center**  
Lake County

# Copy Request Form

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

## Part A: Requesting Party

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

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

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_

## Part B: Case Information

**Select County Location:**  Carlton  Cook  Lake  St. Louis County-Duluth  St. Louis County-Hibbing  St. Louis County-Virginia

**Court File Number or Year\*:** \_\_\_\_\_

\*Use this to locate the file number: <http://www.mncourts.gov/Access-Case-Records.aspx>

The file number is only available on that site for files after 1991. If you cannot find it, please include the year the case was filed.

**Party Name(s):** \* If either party had a different name at the time the case was filed, please include it.

\_\_\_\_\_  
\_\_\_\_\_

## Part C: Document(s) & Type of Copy

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 D: Fees & Delivery Options

### Fees

No Fee– plain copy

\$14 per document – certified copy

\$28 per document- certified/exemplified

Fee waiver/Other: \_\_\_\_\_

**Total Fees Enclosed:** \_\_\_\_\_

Make check or money order payable to “**Court Administrator.**”

Payment is required **before** your request will be processed.

We will contact you at the phone number provided in Part A to obtain payment if payment wasn't received with this request.

### Delivery Options:

U.S. Mail  Pick up in Lake County (*Two Harbors*)  Fax: \_\_\_\_\_

Email (*Email is only available for plain, non-confidential copies.*)

**Mail this form to:** Lake County Court Administration

Attn: 6th District Copy Center

601 3<sup>rd</sup> Ave.

Two Harbors, MN 55616

**Questions? Call:** (218) 595-5001 option #3

**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>