

CIRCUIT COURT RECORDS OFFICE
FILE/COPY REQUEST FORM

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1. DATE OF REQUEST: _____

2. REQUESTED BY

• NAME: _____

• ADDRESS: _____

• PHONE: _____

3. PLEASE SPECIFY THE COMPLETE PARTY NAME(S) AND/OR CASE NUMBER BELOW

• CASE NUMBER: _____

• PARTY NAME(S): _____ VS _____

4. NATURE OF REQUEST

• ___ REVIEW FILE

• ___ OBTAIN COPIES

5. IF COPIES ARE REQUESTED, LIST DOCUMENTS TO BE COPIED

• ___ COMPLETE CASE FILE (*except for any non-public records*)

• ___ SPECIFIC DOCUMENTS (*list documents requested, use additional page if necessary*)

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