

CIRCUIT COURT RECORDS OFFICE
FILE/COPY REQUEST FORM

- If you're unsure of the case number or the party(ies) name(s), you should visit the public Saginaw County Court Case Search webpage to search for that information, otherwise we will charge a \$10 fee for a general record search. Webpage address:
<https://odysseycourtinformation.saginawcounty.com/Portal/>
- Copies of documents are \$1 per page. This fee applies to documents sent via postal mail or virtually via email.
- If you need specific documents, we recommend reviewing the Register of Actions (ROA) for your case online to identify the name and date of the document you need. The ROA can be found here: <https://odysseycourtinformation.saginawcounty.com/Portal/>
- Please return this form to us via email at circuitcourtrecordsfiling@saginawcounty.com or via postal mail to: *Circuit Court Records Office, 111 S. Michigan Ave. Saginaw, MI 48602*

1. DATE OF REQUEST: _____

2. REQUESTED BY

- NAME: _____
- ADDRESS: _____
- PHONE: _____

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

- CASE NUMBER: _____
- PARTY(IES) NAME(S): _____ VS _____

4. LIST DOCUMENTS TO BE COPIED

- ____ COMPLETE CASE FILE (*except for any non-public records*)
- ____ SPECIFIC DOCUMENTS (*you must be precise, we will only provide documents that match the title of the item you requested, use additional page if necessary*)

NOTE: MICHIGAN LAW DOES NOT REQUIRE THAT YOU PLACE YOUR NAME AND ADDRESS ON THIS FORM. THIS INFORMATION IS REQUIRED TO FACILITATE THE PROCESSING OF YOUR REQUEST.

FOR COURT USE ONLY

NUMBER OF PAGES REQUESTED: _____ X \$1.00 = _____

\$10 RECORD SEARCH FEE IF CASE INFORMATION UNKNOWN: _____

GRAND TOTAL: _____

HANDLED BY: _____ DATE: _____