

**COUNTY CLERK'S OFFICE
CIRCUIT COURT
FILE/COPY REQUEST FORM**

1. Date of Request _____
2. Requested by:
NAME _____
ADDRESS _____
HOME PHONE _____ OFFICE 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 court records)*.
_____ Specific documents *(list-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

Copies _____ x Per Page _____

Total Charged _____

Handled by _____ on _____

Court Clerk

Date