Minnesota Judicial Branch Copy Request Form

Requestor's Information (list address wh	ere you would like the form mai	led if requesting	by U.S. Mail)
Name:		Date:	
Address:		Phone:	
City, State, Zip:	·	Email:	
Case Information			
Case Type			
☐ Civil ☐ Fami	ly		
☐ Criminal ☐ Conc			
☐ Juvenile ☐ Prob	ate/Guardianship/Conservators	hip/Mental Heal	th
Court File Number:			
You may be able to find case information and co (mncourts.gov/Access-Case-Records).	urt documents on Minnesota Co	ourt Records On	line (MCRO)
If you do not know the court file number, enter case is located.	as much information as you can,	, including the co	ounty where the
Parties in the Case			
Plaintiff/Petitioner:			
Defendant/Respondent:			
For criminal records, include the Defendant's da	te of birth:		
Other parties, if applicable:			
Documents and Types of Copies			
List the documents you want in the table below. the best you can. Attach more pages if necessar	·	ent title, describ	e the document
Types of Copies Available:			
Plain (no fee)			
 Certified (with a raised seal) (\$14 per do 	cument)		
 A multi-page certified document 	will be stapled. Removing the s	taple means the	document is no
longer considered certified.			
 Exemplified (with signatures of judicial of properties) 		•	=
Certified/Exemplified (with a raised seal	and signatures of judicial officer	r and court admi	nistrator) (\$28
per document)			
Document Name or Description (include the	Type of Copy (Plain, Certified,	Number of	Cost
date and/or index number, if known)	or Certified/Exemplified)	Copies	
		Requested	\$
Delivery Options			Ψ
☐ U.S. Mail (at the address above)☐ Fax*☐ Pick up☐ Emai	 *:		
\square Other (prepaid FedEx, UPS, etc.; must include	: a prepaid iabei):		

Send completed Copy Request Form and payment to Court Administration in the county where the case was filed. Find contact information at www.mncourts.gov/Find-Courts.aspx.

^{*}Plain copy and non-confidential documents only.