

Minnesota Judicial Branch Copy Request Form

Requestor's Information (list address where you would like the form mailed if requesting by U.S. Mail)

Name: _____

Date: _____

Address: _____

Phone: _____

City, State, Zip: _____

Email: _____

Case Information

Case Type

☐ Civil

☐ Family

☐ Criminal

☐ Conciliation

☐ Juvenile

☐ Probate/Guardianship/Conservatorship/Mental Health

Court File Number: _____

You may be able to find case information and court documents on Minnesota Court Records Online (MCRO) (mncourts.gov/Access-Case-Records).

If you do not know the court file number, enter as much information as you can, including the county where the case is located.

Parties in the Case

Plaintiff/Petitioner: _____

Defendant/Respondent: _____

For criminal records, include the Defendant's date of birth: _____

Other parties, if applicable: _____

Documents and Types of Copies

List the documents you want in the table below. If you do not know the document title, describe the document the best you can. Attach more pages if necessary.

Types of Copies Available:

- Plain (no fee)
- Certified (with a raised seal) (\$14 per document)
 - A multi-page certified document will be stapled. Removing the staple means the document is no longer considered certified.
- Exemplified (with signatures of judicial officer and court administrator) (\$14 per document)
- Certified/Exemplified (with a raised seal and signatures of judicial officer and court administrator) (\$28 per document)

Document Name or Description (include the date and/or index number, if known)	Type of Copy (Plain, Certified, or Certified/Exemplified)	Number of Copies Requested	Cost
			\$

Delivery Options

☐ U.S. Mail (at the address above)

☐ Fax*: _____

☐ Pick up

☐ Email*: _____

☐ Other (prepaid FedEx, UPS, etc.; must include a prepaid label): _____

*Plain copy and non-confidential documents only.

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.