

Request for a Copy of an Entire Case File or Large Volume of Documents

This document is to be used as a formal written request to receive copies of an entire case file, or for document requests totaling more than 10 individual documents, that may or may not be in the same case file. If multiple files are needed, fill out one form for each file.

Requests of this nature require this form be filled out with as much information as possible and turned back in the Records Clerk. These requests have a 10 business day *minimum* turnaround time. If additional time is needed the clerk will reach out to the contact information provided.

Case (Cause) #: _____ Date/Year Filed (if known): _____

Names of Parties Involved: (if requesting divorce documents, use married and maiden names.)

Type of Case: Tax Divorce/Family Civil Criminal

Date Requested: _____

Requesters Name: _____

Please Print

Preferred Method of Receipt: Physical Copies Emailed Postal Mail Fax

Do They Need to be Certified? Yes No Some

Contact Phone Number: _____ Fax Number: _____

Contact Email: _____

Contact Mailing Address: _____

Price for copies is \$1.00 per page and payment must be processed before documents will be sent out. There is no additional charge for certified copies.