

**CIRCUIT COURT RECORDS OFFICE 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:  
<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 request items be mailed, we will charge a \$1 mailing fee so long as the items fit in a standard #10 envelope. If you're requesting a certified copy of a document, the cost is \$10 per item plus \$1 per page.
- If you need specific documents, you must review 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 along with a copy of your photo ID** to us via email at [circuitcourtrecordsfiling@saginawcounty.com](mailto: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: \_\_\_\_\_
- EMAIL: \_\_\_\_\_

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*)

**FOR COURT USE ONLY**

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

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GRAND TOTAL: \_\_\_\_\_ HANDLED BY: \_\_\_\_\_ DATE: \_\_\_\_\_