

CIRCUIT COURT RECORDS OFFICE
FILE/COPY REQUEST FORM

- If you're unsure of the case number or the party(ies) name(s), we will charge a \$10 fee for a general record search.
- Copies of documents are \$1 per page. This fee applies to documents sent via postal mail or virtually via email.
- If you need specific documents, we recommend reviewing the Register of Actions (ROA) 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 to us via email at 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: _____

3. PLEASE SPECIFY THE COMPLETE PARTY(IES) NAME(S) AND/OR CASE NUMBER BELOW

- CASE NUMBER: _____
- PARTY(IES) NAME(S): _____ VS _____

4. IF COPIES ARE REQUESTED, LIST DOCUMENTS TO BE COPIED

- ____ COMPLETE CASE FILE (*except for any non-public records*)
- ____ SPECIFIC DOCUMENTS (*list documents requested, 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

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

\$10 RECORD SEARCH FEE IF CASE INFORMATION UNKNOWN: _____

GRAND TOTAL: _____

HANDLED BY: _____ DATE: _____