

Copy Request Form

Hennepin County (4th) District Court

(Civil, Conciliation, Criminal, Family, Housing, Mental Health, Probate,
& Traffic cases)

Contact [Juvenile Court](#) to get copies of their case records.

Send completed Request Form and payment to:
Records Center - Hennepin County Government Center
300 South Sixth Street
Room A260 Skyway Level
Minneapolis, MN 55487-0332

Part A: Requesting Party

Name *(required)*

Phone

Address *(required for certified copies or mail delivery)*

Email *(required for plain copies delivered via email)*

City / State / Zip

Fax *(required for plain copies delivered via fax)*

Part B: Case Information

Party name(s) at the time the case was filed

Plaintiff / Petitioner _____

Defendant / Respondent _____

Defendant's Date of Birth* _____

Photo ID required for copies of confidential document(s) (e.g., paternity), you **must attach** a copy of your photo I.D. to this form to verify that you are a party in the case. We cannot email or fax confidential documents.

* For criminal records, you **must include** Defendant's date of birth or the court file number (below).

Court File Number *(if known)*

If you want a copy of a document from a case **filed before 1970** fill in a 5-year date range of when the case was probably filed.

Date range from: _____ **to:** _____

Part C: Document(s) & Type of Copy

\$14 for each certified copy; no fee for each plain copy

Check the box next to the document(s) you are requesting. Fill in the quantity for each type of copy. If you don't know the document title or it's not listed, please describe it in "Other" below. Attach more pages if needed. *Note: If you want a specific version of a document other than the most recent, please fill in the date the document was filed. Find filing dates or index numbers at www.mncourts.gov/caserecords. Requests will be fulfilled as promptly as possible under the circumstances existing at the time of the request.

Document	Plain Copy No Fee	Certified Copy \$14.00	Date Document Filed/Index #	\$ Total
<input type="checkbox"/> <i>Example</i>	1	1		\$14.00
<input type="checkbox"/> Divorce Decree	#	#		
<input type="checkbox"/> Certificate of Dissolution	#	#		
<input type="checkbox"/> Child Support Order	#	#		
<input type="checkbox"/> Visitation/Custody Order	#	#		
<input type="checkbox"/> QDRO (Qualified Domestic Relations Order)	#	#		
<input type="checkbox"/> Civil Money Judgment/Criminal Judgment	#	#		
<input type="checkbox"/> Civil Name Change Order	#	#		
<input type="checkbox"/> Summons and Complaint/Petition	#	#		
<input type="checkbox"/> Summary Real Estate Judgment	#	#		
<input type="checkbox"/> Plea Petition	#	#		
<input type="checkbox"/> Criminal Register of Actions (Conviction)	#	#		
<input type="checkbox"/> Other				

Part D: Copy Fees & Delivery Options

\$14 for each certified copy; no fee for each plain copy

Copy Fees: Make check or money order payable to "District Court Administrator." We require payment **before** we will process your request.

Delivery Options: U.S. Mail Email* Fax*

Check box if you have an IFP/Fee Waiver Order from the Court.

Pick Up **Other** (prepaid FedEx, UPS, etc.)

*Plain copy and non-confidential documents Only

Questions? Call (612) 348-6000