

HOW TO GET COPIES OF DOCUMENTS INFORMAL PROBATE HENNEPIN COUNTY

It is the responsibility of the attorney/SRL to monitor the court file for the Letters to appear on the case.

Copy Requests: Certified copy requests of any probate document are filled by the District Court Records Center – see below for location.

- Check case file in MNCIS to confirm document you want copied is in the case.
- **E-filing code “COPY REQUEST” must be used or the request may sit in the court file. Do not rely on the court to correct your filing codes.**
- The Registrars suggest you use the copy request form at this link: [Copy-Request-Form-7-23.pdf \(mncourts.gov\)](#) (click on this link)
- Advance copies of documents may NOT be ordered.
- Copies cost \$14 for certified, cost is per document. Plain copies are free.
- No telephone orders
- Real estate documents need to be specifically requested from the Records Center.
- **Make your check payable to the [District Court Administrator](#)**

DISTRICT COURT RECORDS CENTER
Skyway Level A Tower
Hennepin County Government Center
300 South Sixth Street
Minneapolis MN 55487
Phone 612-348-3170