



Sixth Judicial District
Carlton | Cook | Lake | St. Louis: Duluth, Hibbing, Virginia

Sixth Judicial District Copy Center
Lake County

Copy Request Form

Request Date: _____

Part A: Requesting Party

Name: _____

Phone: _____

Address: _____

City, State, Zip: _____

Part B: Case Information

Select Case Type: Civil Conciliation Probate/Mental Health Criminal Family Juvenile

Court File Number*: _____

*The court file number is **required**. Find it here: <http://www.mncourts.gov/Access-Case-Records.aspx>
If you cannot find it, provide as much information as possible, including the county.

Party Name(s)

Plaintiff / Petitioner: _____

Defendant/Respondent / Judgment Debtor: _____

Defendant's Date of Birth: _____

*In criminal cases, you **must** include the Defendant's date of birth or case number(s).*

Part C: Document(s) & Type of Copy

Identify the document(s) you want in the list below. If you do not know the document title, please describe it. Attach more pages as needed.

| Document Name | Plain, Certified, Exemplified, or Certified/Exemplified | Number of Copies |
|---------------|---|------------------|
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Part D: Fees & Delivery Options

Fees

\$8 per document – plain copy

\$14 per document – certified copy

Other: _____

Total Fees Enclosed: _____

Make check or money order payable to "Court Administrator."

Payment is required **before** your request will be processed.

Sending Options

Mail to: Lake County Court Administration
Attn: 6th District Copy Center
601 3rd Ave.
Two Harbors, MN 55616

Email to: 6thCentralCopy@courts.state.mn.us

If you would like to email your Copy Request Form, we will call you at the phone number you provide to obtain payment. We will not send your copy until payment is obtained.

Delivery Options

U.S. Mail Pick up in Lake County (Two Harbors) Fax: _____

Email (Email is only available for plain, non-confidential copies.)

Questions? Call: (218) 834-8330 or 1-800-450-8832, ext. 330

NEED ADDITIONAL COPIES OF THIS FORM? Find it on the website below by clicking on Copy Requests.

<http://www.mncourts.gov/Find-Courts/Sixth-Judicial-District.aspx>