87-A DISTRICT COURT
FILE/COPY REQUEST FORM

Michigan Law does not require that you put your name and address on this form. This information is required to facilitate the processing of your request.

A person requesting to inspect/copy a case file must fill out the form below. If the case is a non-public record, it may not be inspected/copied without a copy of the statute or rule which allows disclosure.

The following standard fees will be charged and must be paid with the request or prior to release of the information or documents:

1. Copy fee - $1.00 per page
2. Certified copies and exemplification of records - $10.00 plus $1.00 per page for each document

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Date of Request: _____ Requested by: _____

Address: _____ Telephone #: _____

Case Name: _____ vs. _____

Case Number: _____

Request: ☐ Review File ☐ Copies ☐ Entire File

☐ Specific Documents _____

_____

_____

Certified Copies/Exemplified Records: ☐ Yes ☐ No

I agree to disclosure of non-public record Picture ID Provided: _____

Dated: _____ Name: _____

(For Court Use Only)

☐ No Public Record Exists _____Record Creation or Record Compilation Fee $ _____

_____Copy Costs _____ pages @ $1.00/page $_____

_____Certified Copies or Exemplified Records $_____

Dated: _____ TOTAL: $_____

Handled By:_____ Receipt #_____

REVISED: 01/13/10