87-A DISTRICT COURT
RECORD CREATION 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 the creation of a record of cases must fill out the form below. A non-public record will not be disclosed 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. Record creation or record compilation fee – an amount equal to the cost thereof but not less than $5.00 per request.
2. Copy fee - $1.00 per page
3. Certified copies and exemplification of records - $10.00 plus $1.00 per page for each document

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Name of Party: _____

Beginning Date: _____ Ending Date: _____

Type of Case: ☐ All Files ☐ Criminal ☐ Traffic
☐ Traffic ☐ Civil ☐ Landlord/Tenant

Copies Requested: ☐ Defendant History Inquiry ☐ Register of Actions
☐ Other Documents _____

Certified Copies/Exemplified Records: ☐ Yes ☐ No

Date: _____ Name: _____

Address: _____ Telephone #: _____

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