



Copy Request Form for Government Agents	Request Date
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Part A: Requesting Party

Name	Phone
Address	City, State, Zip
Government Agency	Job Title

Part B: Case Information

Select Case Type: <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Probate/Mental Health <input type="checkbox"/> Conciliation <input type="checkbox"/> Family <input type="checkbox"/> Juvenile	Court File Number* <hr/> <p><small>*The court file number is required. Try to find it here: http://www.mncourts.gov/?page=3547 If you cannot find it, please include the year the case was filed.</small></p>
Select County Location: <input type="checkbox"/> Carlton <input type="checkbox"/> Cook <input type="checkbox"/> Lake <input type="checkbox"/> St. Louis County-Duluth <input type="checkbox"/> St. Louis County-Hibbing <input type="checkbox"/> St. Louis County-Virginia	

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 th 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

Part D: Delivery & Sending

Delivery Options <input type="checkbox"/> U.S. Mail <input type="checkbox"/> Pick up in Lake County <i>(Two Harbors)</i> <input type="checkbox"/> Email _____ <small>(Confidential and/or certified documents cannot be emailed)</small> <input type="checkbox"/> Fax # _____	Preferred Delivery Options 1 st preference: _____ Contact Information: _____ 2 nd preference: _____ Contact Information: _____
Sending Options Mail Lake County Court Administration Attn: 6th District Copy Center 601 3 rd Ave. Two Harbors, MN 55616 Fax 218-834-8331	Questions? Call: (218) 595-5001 option #3

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>