

# 61<sup>st</sup> District Court Record Request Form

(Administrative Order 2011-01)

Date of Request:

PLEASE PRINT

Requestor Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax or Email \_\_\_\_\_

## ACCESS

In accordance with our Local Administrative Order 2011-01, request for access to more than three (3) specific case files will be accommodated in a reasonable amount of time depending on the number of case files requested and availability of court staff.

## FEES

The court will provide a limited number of copies of documents (20 total pages) at a cost of \$2 for the first page, and \$1 per page following. For certified copies, the court will charge \$10 for the first page, and \$2 per page following.

Record(s) Requested – Please be as specific as possible (include dates and case numbers when able):

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Please submit this request in person or to [recordcheck@grcourt.org](mailto:recordcheck@grcourt.org). Once the request has been reviewed, a court staff member will contact you with any questions regarding your request or to provide you with the cost of your record request. You may pay in person with cash, credit card or money order. Money orders or personal checks written to the 61<sup>st</sup> District Court may also be mailed. The records will be provided once payment has been received.