

BRANCH COUNTY CLERK

31 Division St., Coldwater, MI 49036 **Phone (517) 279-4306**

Teresa (Terry) Kubasiak, County Clerk

Lisa, Metz, Chief Deputy Clerk

REQUEST FOR COURT RECORD SEARCH

****ALL MAIL IN REQUESTS MUST BE ACCOMPANIED BY A MONEY ORDER FOR THE APPROPRIATE AMOUNT AND A SELF ADDRESSED STAMPED ENVELOPE****

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FEES

There is a \$10.00 search fee per case type (civil or criminal) This covers a 10 year period. If you want additional years searched, there is a fee of \$1.00 per year added.

Copies - \$1.00 per page

Certified Copies - \$10.00 plus \$1.00 per page

Your name _____

Your Address _____

Your signature _____

RECORD SEARCH INFORMATION

Case # (if known) _____

Plaintiff Name (When case was started) _____

Defendant Name (When case was started) _____

What year was the case started? _____

If you are requesting a 10 year search indicate what years need to be searched?
(Example: 1997 – 2007 or 1985 – 1995) _____

Please Circle case type: Criminal, Civil, Divorce, Custody, Support & PPO's