

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

Teresa (Terry) Kubasiak, County Clerk

Christine Ransbottom, 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\*\***

**\*\*THE CLERK'S OFFICE IS NOT RESPONSIBLE FOR COPIES RETURNED VIA U.S. MAIL\*\***

### 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? \_\_\_\_\_

DOB on Criminal Search's only: \_\_\_\_\_

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