

Belinda Munson – City Clerk

# CITY OF MUNCIE

City Hall – 300 North High Street – Muncie, Indiana 47305

Phone: (765) 747-4831

## Court Record Request Form

This document can be printed, completed and returned to the Clerk's Office at the following:

Records Request

Telephone: (765)747-4831

**\*\*Please provide a self-addressed stamped envelope\*\***

Requestor's Name		
Address		
City/State/Zip		
Phone Number		
Type of Document	Date of Filing/Order/Decree	Number of Copies
1.		
2.		
3.		
4.		
Certified Copy (See below)		
Names of Parties Involved		
Cause Number		
Other Information		

If you intend to use the copy for legal purposes, such as court proceedings, employment or Social Security, please request that the copy by CERTIFIED.

The Clerk is required by Indiana Code to collect copy fees of \$1.00 per page, plus \$3.00 per document if certification is required (IC 33-37-5-1 and IC 33-37-5-3).

Send your payment by money order or cashiers check payable to Muncie City Clerk.

For each photocopy that you are requesting, enclose a payment of \$1.00  
For each certified copy that you are requesting, enclose a payment of \$4.00

\*Please note that certain court records are not accessible to the public per Indiana Administrative Rules.