

REQUESTS FOR COPIES OF A COURT RECORD

Name:

_____ First Name _____ Last Name

Address:

Phone Number:

E-Mail:

Type of Document (please list date of filing, order, decree)

Number of Copies:

Certified Copy:

_____ Yes _____ No

How do you wish to
receive your documents:

Name of Parties involved:

_____ Email

_____ Mail

Court Case Number:

_____ In Person

Other Information:

REQUEST BY E-MAIL

Complete form and e-mail this form to clerk at clerksoffice@co.adams.in.us. Once received in the Clerk's Office, someone from the Clerk's Office will contact you to make payment by credit/debit card (there is a nominal fee to use credit/debit card). Should copy(ies) be certified, the copy(ies) will be mailed to you after payment.

REQUEST BY MAIL

Complete form and mail this form to the Clerk's Office: Adams County Clerk Office, 112 S. 2nd Street, Room A, Decatur, IN 46733. The Clerk's Office will contact you regarding cost of the requested copy(ies).

REQUEST IN PERSON

If you prefer to pick up your copy(ies) in person, complete this form and bring it to the Clerk's Office during regular business hours (8:00 a.m. – 4:00 p.m. Monday through Friday, excluding holidays). Be prepared to pay for your copies with cash, money order or credit/debit card (there is a nominal fee to use a debit/credit card).

Note: When paying by credit/debit card, our office requests a driver's license or state identification to process the payment.

The Clerk is required by Indiana Law 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). Please include names of the parties and description of the document requested.