



54-B District Court  
101 Linden Street  
East Lansing, Michigan 48823-4311

**FILE/COPY REQUEST FORM**

Date of Request: \_\_\_\_\_

Requestors Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Please specify the complete party name and case number below:

Case Number: \_\_\_\_\_

Party Name: \_\_\_\_\_

Date of Birth(if available): \_\_\_\_\_

List documents to be copied:

- Register of Actions
- Complete case file (except for any non-public records)
- Specific documents (list-use additional page if necessary)

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**Please note that the Court is prohibited from providing copies of the following:  
Law Enforcement Information Network (L.E.I.N) printouts, Driving Records, or a  
Criminal History.**

**Please enclose \$1.00 per page requested along with a Self Addressed Stamped Envelope.**

**You may view all Public records online at [www.54bdistrictcourt.com](http://www.54bdistrictcourt.com) for no fee.**