

**12<sup>th</sup> JUDICIAL DISTRICT COURT**

Civil History Request

File Review/Copy Request Form

**NOTICE:** *Because we do not collect personal information (d/o/b or Soc. Sec. #) for individuals involved with the legal process, we are unable to positively confirm the results returned to you are for the individual in question.*

1. Date of Request: \_\_\_\_\_

2. Requested by: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

3. Please specify the complete case name and/or case number below:

Plaintiff: \_\_\_\_\_ v. Defendant: \_\_\_\_\_

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

Case number(s): \_\_\_\_\_  
\_\_\_\_\_

4. Nature of Request: \_\_\_\_\_ Register of Actions  
\_\_\_\_\_ Review File  
\_\_\_\_\_ Obtain Copies

5. If copies are requested, please list documents to be copied:

\_\_\_\_\_ Complete case file \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_ Judgment \_\_\_\_\_  
\_\_\_\_\_ Service \_\_\_\_\_  
\_\_\_\_\_ Satisfaction \_\_\_\_\_

6. How would you like the material(s) returned to you:

Pick up     Fax     Mail

**PLEASE NOTE:** A charge may be incurred with this request. Please check with a Court Clerk to see if a fee applies. Also, information relating to general civil files 10+ years older or small claims files 6+ years older than the current year will be on microfilm and availability may be limited.

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For Court Use Only

Handled by \_\_\_\_\_ on \_\_\_\_\_  
(Court Clerk) (Date completed)