

ORDINANCE 2024- 10

**An Ordinance to Approve Adjusted Fee Schedule for Copies and Certification of Documents by the Morgan County, Indiana Clerk**

**WHEREAS**, Indiana Code section 37-33-5-1 authorizes the Board of Commissioners of Morgan County, Indiana to enact an ordinance to adopt a schedule of document fees to be collected by a Clerk of Morgan County, Indiana; and

**WHEREAS**, the Board of Commissioners has reviewed the proposed (attached) fee schedule and finds that schedule is reasonable, appropriate and consistent with Indiana Code sections 37-33-5-1 and 37-33-5-3:

**NOW, THEREFORE, BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF MORGAN, INDIANA:**

The Board of Commissioners approves the attached revised fee schedules for copies and certification of documents requested from the Clerk of Morgan County, Indiana. Pursuant to Indiana Code section 33-37-5-1, the Clerk shall collect document fees according to these approved schedules.

Ordinance 2024- 10 is hereby presented to the Board of Commissioners of Morgan County, Indiana, read in full, and adopted this 19<sup>th</sup> day of August, 2024.

Approved by the Board of Commissioners of Morgan County, Indiana on the 19<sup>th</sup> day of August, 2024.

BOARD OF COMMISSIONERS OF MORGAN COUNTY, INDIANA

Attest:

Linda Pruitt  
Linda Pruitt, Morgan Co. Auditor

Don Adams  
Don Adams

Bryan A. Collier  
Bryan A. Collier

Kenny Hale  
Kenny Hale

Morgan County Court  
**REQUEST FOR COPIES**

(\$3.00 certification fee and \$1.00 per page – IC 33-37-5-1 and IC 33-37-5-3)

Date: \_\_\_\_\_

**Requestor's Contact Information**

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

Send Doc(s) via:

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

Mail

City/State/Zip: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Email

Phone: \_\_\_\_\_

(If emailed, certified documents will be electronically certified. It will not include a raised seal.)

Email: \_\_\_\_\_

Approx. Date Case Was Filed: \_\_\_\_\_

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

Name(s) on the Case: \_\_\_\_\_

Document(s) you are Requesting: (*Include the document title or any other identifying information, such as Divorce Decree, Judgment, Arresting Information, Sentencing Order, Plea Agreement etc.*)

Documents	# of Copies	Certified
		<input type="checkbox"/>

# of Copies \_\_\_\_\_ X \$1.00 per page  
(Skip to line 4 if no certification is needed) \$ \_\_\_\_\_ (1)

Name on Card:

# of Certified Copy(s) \_\_\_\_\_ X \$3.00  
per certification \$ \_\_\_\_\_ (2)

Credit/Debit Card Number:

(Do NOT send via email.  
Call with number if emailing form.)

OR  
Exemplified (Double Seal): \$8.00  
Triple Seal: \$11.00 \$ \_\_\_\_\_ (3)

Postage up to 5 pages: \$1.30  
6 to 20 pages: \$3.25  
21 – 50 pages: \$5.00  
50+ pages: \$11.50 \$ \_\_\_\_\_ (4)

Exp Date:

If paying by credit/debit card add \$1.50  
(Skip if paying with check) \$ \_\_\_\_\_ (5)

Phone # (must be associated with card)

Amount Enclosed: \$ \_\_\_\_\_ (6)

### **REQUEST BY MAIL**

Complete and return this form along with a check or  
money order (do not send cash) and mail to:

Morgan County Clerk's Office  
ATTN: Records Dept  
PO Box 1556, Martinsville, Indiana 46151

If you are unsure how many pages in the document you are requesting,  
please call the Records Office at 765-342-1018 for an exact count.

### **TO PAY BY CREDIT/DEBIT CARD**

If you would like to pay by credit/debit card,  
please email the above form to  
[records@morgancounty.in.gov](mailto:records@morgancounty.in.gov) then call  
765-342-1018 with your card number  
or fill in card information above and mail.  
Please don't email credit card information.

There is a \$1.50 service charge for using your card.

### **REQUEST IN PERSON**

If you prefer to pick up your copy (or copies) in person,  
please email the above form to  
[records@morgancounty.in.gov](mailto:records@morgancounty.in.gov)  
then call our Records Department  
at 765-342-1018 to make arrangements.

### **Exemplified/Triple Seal**

An exemplified/triple seal copy is a certification of an authenticated document with additional signatures and seals from Judge and Clerk. Exemplified or triple seal copies hold more weight compared to certified copies.

**Exemplified (Double Seal)** is signed and sealed by Judge and then Clerk.

**Triple Seal** is signed and sealed by Clerk, then Judge and Clerk again.

If you have any questions please call our Records Department at 765-342-1018.

# REQUEST FOR CERTIFIED COPY OF A MARRIAGE LICENSE

(\$3.00 certification fee and \$1.00 per page – IC 33-37-5-1 and IC 33-37-5-3)

## Please complete the following:

Applicants Name ( BEFORE MARRIAGE ): \_\_\_\_\_

Applicants Name ( BEFORE MARRIAGE ) : \_\_\_\_\_

Date of Marriage: \_\_\_\_\_

## Your contact information:

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### REQUEST BY MAIL

Complete and return this form and \$4.00  
for each copy of your marriage license

(do not send cash; check or money order is preferred)  
and mail to:

Morgan County Clerk's Office  
ATTN: Records Dept  
PO Box 1556  
Martinsville, Indiana 46151

# of Copies \_\_\_\_\_ X \$4.00 \$ \_\_\_\_\_

Postage up to 5 pages: \$1.30 \$ \_\_\_\_\_

If paying by credit/debit card  
add \$1.50 \$ \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

### Credit/Debit Card Number:

(Do NOT send via email. Call with number if emailing form.)

### Exp Date:

### Phone # (must be associated with card)

### REQUEST IN PERSON

If you prefer to pick up your copy (or copies) in person,  
please email this form to  
[records@morgancounty.in.gov](mailto:records@morgancounty.in.gov)  
then call our Records Department  
at 765-342-1018 to make arrangements.

Morgan County Records Office

10 E Washington St • Martinsville, IN • 765-342-1018 • [records@morgancounty.in.gov](mailto:records@morgancounty.in.gov)