

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**

  
\_\_\_\_\_  
Don Adams

  
\_\_\_\_\_  
Bryan A. Collier

  
\_\_\_\_\_  
Kenny Hale

Attest:

  
\_\_\_\_\_  
Linda Pruitt, Morgan Co. Auditor

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: \_\_\_\_\_

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

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

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

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

Send Doc(s) via:

Mail ☐

Email ☐

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

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"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

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

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

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)

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

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

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 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

### TO PAY BY CREDIT/DEBIT CARD

If you would like to pay by credit/debit card,  
please email this 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 this form to

[records@morgancounty.in.gov](mailto:records@morgancounty.in.gov)

then call our Records Department  
at 765-342-1018 to make arrangements.

# 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)