

Morgan County Court
REQUEST FOR COURT 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

<p># of Copies _____ X \$1.00 per page (Skip to line 4 if no certification is needed) \$ _____ (1)</p> <p># of Certified Copy(s) _____ X \$3.00 per certification \$ _____ (2)</p> <p style="text-align: center;">OR</p> <p>Exemplified (Double Seal): \$8.00 Triple Seal: \$11.00 \$ _____ (3)</p> <p>Postage up to 5 pages: \$1.30 6 to 20 pages: \$3.25 21 – 50 pages: \$5.00 50+ pages: \$11.50 \$ _____ (4)</p> <p>If paying by credit/debit card add \$1.50 (Skip if paying with check) \$ _____ (5)</p> <p style="text-align: right;">Amount Enclosed: \$ _____ (6)</p>	<p style="text-align: center;">Name on Card:</p> <hr/> <p style="text-align: center;">Credit/Debit Card Number: (Do NOT send via email. Call with number if emailing form.)</p> <hr/> <p style="text-align: center;">Exp Date:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Phone # (must be associated with card)</p> <hr/>
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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 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 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.