



# LaGrange County Clerk

Kimberley Johnson  
105 N. Detroit St.  
LaGrange, IN 46761

Clerk's Office  
(260) 499-6368

Circuit Court  
(260) 499-6360

Superior Court  
(260) 499-6363

## REQUESTS FOR COPIES OF A COURT RECORD

The Clerk is required by Indiana Law to collect copy fees of \$1.00 per page, plus \$3.00 per document if certification is required (IC 33-37-5-1 and IC 33-37-5-3).

\*\*\*If you intend to use the copy for legal purposes such as court proceedings, employment, or Social Security, please request the copy to be certified.\*\*\*

**Confidential Records: Persons requesting confidential records need to meet the requirements of Indiana Administrative Rule 9(B) and present a photo ID when picking up their documents.**

Payment can be made by cash, money order, or credit/debit card.

*\*A convenience fee of 3% or a \$1.50 minimum applies to all transactions\**

Your Name/Person to Contact:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Mailing Address:

Street or PO Box

City, State, and Zip Code

Court Case Number:

\_\_\_\_\_

Names of Parties Involved:

\_\_\_\_\_

Names of Parties Involved:

\_\_\_\_\_

| Type of Document | Date of Filing/Order/Decree | Number of Copies |
|------------------|-----------------------------|------------------|
| 1.               |                             |                  |
| 2.               |                             |                  |
| 3.               |                             |                  |
| 4.               |                             |                  |

Certified Copy (See Above):

YES

NO

Failure to provide the above requested information will result in a delay in obtaining requested copies.

This document can be printed, completed, and then mailed to the Clerk's Office. Send payment by money order made payable to "LaGrange County Clerk" and include a self-addressed stamped envelope.