



AMOUNT DUE \$ _____

DATE OF REQUEST _____

**BERRIEN COUNTY TRIAL COURT
Second Judicial Circuit of Michigan
Fifth District Court**

Berrien County Courthouse, 811 Port Street, St. Joseph, Michigan 49085-1188

Telephone: 269 / 983-7111

South County Building, 1205 N. Front Street, Niles, Michigan 49120-1699

Telephone: 269 / 684-5274

FILE/COPY REQUEST FORM

A list of public records for those cases which have resulted in a CONVICTION will be provided. Misdemeanor records cover 1979 to present and include records from all Fifth District Court locations. Felony and Circuit civil records cover 1980 to present. District civil records checked cover the past seven (7) years. Family neglect and delinquent records cover 1970 to present. Probate records cover 1832 to present. NOTE: All minor traffic and misdemeanor convictions may not be included due to the computer system design.

NAME TO BE SEARCHED _____

DATE OF BIRTH AND/OR LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER _____

I REQUEST THE FOLLOWING INFORMATION REGARDING THE ABOVE-NAMED PERSON:

_____ CRIMINAL RECORD CHECK (CERTIFIED COPY)

_____ REVIEW FILE

_____ CIVIL RECORD CHECK (CERTIFIED COPY)

CASE NUMBER AND/OR PARTY NAME(S) _____

CASE NUMBER AND/OR PARTY NAME(S) _____

REQUEST COPIES OF: _____

WHEN COMPLETE: _____ MAIL _____ PHONE _____ FAX _____ PICK UP

NAME OF PERSON REQUESTING INFORMATION _____

BUSINESS PHONE _____

ADDRESS _____

BUSINESS FAX _____

ADDRESS _____

HOME PHONE _____

SIGNATURE OF PERSON REQUESTING INFORMATION _____

DATE _____

COURT RECORD VERIFICATION

_____ PER REQUEST, SEE ATTACHED. RECORD FOUND.

_____ AS OF THIS DATE, NO MISDEMEANOR OR FELONY CONVICTIONS ON FILE.

_____ AS OF THIS DATE, NO CIVIL JUDGMENTS ON FILE.

DEPUTY CLERK _____

DATE _____