



## Civil Case Request Form

Name of Parties on case: \_\_\_\_\_

Year of case: \_\_\_\_\_

Case number: \_\_\_\_\_

What documents are you needing: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your contact information:

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

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

City, State, Zip: \_\_\_\_\_

Cell #: \_\_\_\_\_

### REQUEST BY MAIL

If you require a physical copy of your records, per IC code 33.37.5.1 there is a \$1.00 per page fee. If you require certified documents, there is an addition \$3 flat fee added, per IC 33.37.5.3. Please provide a self-address stamped envelope. Do not include money now, you will be contacted via phone once your records are ready and we will take your payment info then.

Marion County Clerk's Office  
Records Division  
1330 Madison Ave.  
Indianapolis, IN 46225