



PUBLIC RECORD REQUEST FORM

Court Address

- 212 E PAW PAW STREET – SUITE 130, PAW PAW, MI 49079
- 1007 E WELLS STREET, SOUTH HAVEN, MI 49079

Court Telephone No.

- (269) 657-8222
- (269) 637-5258

1. Date Needed By: _____

2. Requested by: _____
Name

Address _____ City _____ State _____ Zip _____

Email _____ Phone Number _____

3. Type of Request:

Review Case File(s): _____
Case Number(s)

Review Other Court Records: _____
Specify

Record Search: _____
Party Name _____ Party Date of Birth _____

Case Number(s) _____

Party Address _____ City _____ State _____ Zip _____

Purchase Copies:

Complete Case File

Specific Documents (Describe): _____

4. Complete this item only if you are purchasing a copy:

Copies are charged at \$1.00 per page.

Select one of two purchase options below:

Pick up and pay upon receipt at the courthouse.

Pay in advance and mail items to my address listed above. (add \$5.00 for postage)

Payment of \$_____ is enclosed. (check or money order made payable to "Van Buren County Courts")

I understand that the court cannot verify accurate search results for requests made by name(s) only and without date of birth or case number.

Date: _____

Signature: _____

Submit completed request to the court at either address above or by email to 7dc@vbco.org. You will be notified when the copies are available to view, pick up or have been emailed.

For Court Use Only

Public Record Non-Public Record (must have supervisor approval) Authorizing Signature: _____

Called/emailed requester regarding the status of their request on _____ Clerk initials: _____

For Copy Requests: AMOUNT DUE: \$_____ PAID BY: CHECK MONEY ORDER CASH CREDIT CARD