

53RD CIRCUIT COURT
MEMORANDUM

TO: Persons Requesting General Record Check

FROM: Susan M. Rhode, Court Clerk/County Clerk

Please be advised that per 53rd Circuit Court Administrative Order 2006-01, a specific case number or the party names are required in order to provide the information you have requested.

If you do not have a specific case number or case name, the following options are available:

1. You may review available case indexes at the 53rd Circuit Court to identify and select a specific case for inspection. Please note that this review may only provide information on current or recent court cases from this court.
2. A more complete record check may be requested by writing the appropriate state agency. Both the Michigan State Police and Department of State maintain computer information expressly for this purpose.
 - a. To obtain a Criminal Record Check contact the:
Michigan State Police
Central Records Bureau
7150 Harris Drive
Lansing, Michigan 48913
Telephone: (517) 322-5531
 - b. To obtain a Driving (Traffic) Record contact the:
Michigan Department of State
Commercial Look-up Unit
7064 Crown Drive
Lansing, Michigan 48918
Telephone: (517) 322-1624

Once you receive a complete record check, you will be able to contact the appropriate police agency or court listed on the record to obtain case-specific information.

The 53rd Circuit Court regrets that it cannot accommodate your request at this time. If you have any additional questions, please contact the court at (989) 734-3288. Thank you for your cooperation.

**53rd Circuit Court
County of Presque Isle
File/Copy Request Form**

1. Date of Request: _____

2. Requested By: Name: _____
Address: _____
Telephone: Home _____ Office _____

3. Please specify the complete party name(s) and/or case number below:

Case Number: _____

Party Name(s): _____ vs. _____

4. Nature of Request:

_____ Review File

_____ Obtain Copies

5. If copies are requested, list documents to be copied:

_____ Complete case file (Except for any nonpublic court records)

_____ Specific documents (List – use additional pages if necessary)

NOTE: Michigan law does not require that you place your name and address on this form. This information is required to facilitate the processing of your request.

For Court Use Only

of copies _____ x _____ (amount per page)

Total charges: \$ _____

Processed by: _____ on _____
Deputy Clerk Date