



STATE OF MICHIGAN
55TH JUDICIAL DISTRICT COURT
700 BUHL AVENUE • MASON, MICHIGAN 48854
517-676-8400
www.ingham.org/dc

MEMORANDUM

TO: Persons Requesting General Record Checks

Please be advised that per 55th District Court Local Administrative Order 2009-4, 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 information to assist you in identifying and selecting cases for inspection by visiting our website at www.ingham.org/dc or you can access our public terminal located at the court. 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 either contact the Michigan State Police, Central Records Division at (517) 241-0606 or go to the Michigan State Police Website at: www.michigan.gov/ichat to obtain information on how to use the Internet Criminal History Access Tool (ICHAT)
 - (b) To obtain a Driving (Traffic) Record contact the:

Michigan Department of State
Commercial Look-up Unit
7064 Crouner Drive
Lansing, Michigan 48918
Telephone: (517)322-1624

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

The 55th District Court regrets that it cannot reasonably accommodate your request at this time. If you have any additional questions, please contact the court at (517) 676-8405.

**STATE OF MICHIGAN
55th DISTRICT COURT**

COURT RECORD/COPY REQUEST

1. Date of Request: _____
2. Requested by: _____
Name

Address

Home telephone no. _____ Business telephone no. _____
3. Specify the complete case number and/or party name(s):
Case Number: _____
Party Name(s): _____ v _____
4. Nature of Request:
 Review Record. (Specify the type of record, such as case file, recording, etc.)

 Obtain Copies.
5. If copies are requested, list type of record to be copied:
 Complete case file (except for any nonpublic court records).
 Specific court record. (List documents, recordings, etc. Use an additional page if necessary.)

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

For Court Use Only

_____ copies x per record/page charge of \$ _____

Total charged: \$ _____

Processed by: _____ Date _____
Court Clerk