

COURT RECORDS REQUEST

As Clerk of the Circuit Court, the clerk opens, maintains, tracks and stores the records for all cases filed in the Circuit Court. Court files are public records and may be inspected at the Clerk's office at the Courthouse.

Litigants file at the Clerk of the Court's office for divorce, other family matters (e.g. paternity, custody and juvenile support), civil actions for which the amount of damages exceeds \$25,000 and other civil matters over which the Circuit Court has jurisdiction.

All felony criminal cases are filed with the County Clerk's Office.

TYPES OF RECORDS AVAILABLE

- Civil
- Criminal
- Family

Note: These records are for Alpena County only.

REQUEST FORMS

Information needed to perform a complete **and** accurate record check is the following:

- Complete name (first, middle and last)
- Include AKA's
- Date of birth or social security number. Please include the range of years that you would like to have checked.

WHERE TO APPLY

You may apply for a records check at:
Alpena County Clerk Office
720 W. Chisholm St Ste. #2
Alpena, MI 49707

If you have any questions, you may call 989 354-9520.

FEES

The fee for record searches per individual are \$15. **Certified** copies of court documents are \$10, plus \$2 per page.