| Plaintiff and <br> Defendant Names | Case Number <br> (Required) | Document Name, Date Filed, <br> And Number of Pages of the Document | Total Cost <br> (See Below) |
| :--- | :--- | :--- | :--- |
|  |  |  | $\$$ |
|  |  |  | $\$$ |
|  |  |  | $\$$ |
|  |  |  | $\$$ |

```
Total Enclosed:
$
Money Order Made Payable to: Tuscola County Clerk
```


## Tuscola County Clerk's Copy Policy:

Please be sure to include a Self-Addressed Stamped Envelope with proper postage to allow for the requested copies to be returned.

Once a case number has been obtained, a copy of the Register of Actions may be requested. If you do not know exactly which document(s) you need a copy of, this provides a listing of all of the documents contained within the court file. Necessary documents can then be selected from the Register of Actions. Please call ahead to determine how many pages are included in the Register of Actions. There will be a charge of $\$ 1.00$ per page.

If a copy of a signed order is requested from the court file, the cost for a true copy is $\$ 1.00$ per page of the document or the cost for a certified copy is $\$ 10.00$ for the first page of the document and $\$ 1.00$ for each additional page of the document. All other documents are $\$ 1.00$ per page.

If a transcript is requested to be prepared from a court proceeding, please contact the court reporter or court recorder who was in the courtroom at the time proceedings were held.

AFTER SENTENCING FOR THE PURPOSE OF APPEAL, copies are provided free the first time only to the Defendant or the Defendant's Attorney on a felony case. Any other copies requested on a felony case are the same cost as listed above.

Please complete the following information to finalize your copy request:
Copies Requested By: $\qquad$ Date: $\qquad$

For Office Use Only:
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