

**TUSCOLA COUNTY CLERK
SEARCH REQUEST FORM
440 N State Street, Dept. 5
Caro MI 48723
(989) 672-3775**

Name Requested for Search	Approximate Year(s) to be Searched	Type of Case (Criminal/Civil/Both)	Total Cost (See Below)	Result Found (Office Use Only)
			\$	
			\$	
			\$	
			\$	
			\$	

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

Tuscola County Clerk's Search Policy:

From **1989 to present** there will be a \$5.00 fee per name searched.

For each year **prior to 1989** there will be an additional fee of \$1.00 per year searched, per name searched.

Please be sure to include a Self-Addressed Stamped Envelope, an e-mail address or a Toll-Free phone number to allow for the results found 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.

Please utilize the Copy Request Form located at www.tuscolacounty.org to request copies from a court file. To complete this form, please include the case number, the names of the parties involved, the document title and the date the document was filed. If a copy of a signed order is requested from the 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.

Please complete the following information to finalize your search request:

Search Requested By: _____ Date: _____
 Email Address: _____ Toll Free Number: _____

For Office Use Only:
 Search Completed By: _____ Date: _____
 Results Returned By: Mail E-mail Toll Free Number In Office