



RICK R. SPANGLER

DELAWARE COUNTY CLERK OF THE CIRCUIT COURTS

100 W Main Street, Room 211 ~ Muncie, IN 47305

Court Record Request Form

This document can be printed, completed and returned to the Clerk's Office at the following:

**Clerk of the Delaware Circuit Court
Records Request
100 W Main Street, Room 211
Muncie, IN 47305**

Telephone: (765) 747-7726

****Please provide a self-addressed stamped envelope****

Requestor's Name		
Address		
City/State/Zip		
Phone Number		
Type of Document	Date of Filing/Order/Decree	Number of Copies
1.		
2.		
3.		
4.		
Certified Copy (see below)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Names of Parties Involved		
Cause Number		
Other Information		

If you intend to use the copy for legal purposes, such as court proceedings, employment or Social Security, please request that the copy be **CERTIFIED**.

The Clerk is required by Indiana Code to collect copy fees of \$1.00 per page, plus \$1.00 per document if certification is required (IC 33-37-5-1 and IC 33-37-5-3).

Send your payment by check or money order payable to **Clerk of Delaware County**.

- For each **photocopy** that you are requesting, enclose a payment of \$1.00
- For each **certified copy** that you are requesting, enclose a payment of \$2.00

***Please note that certain court records are not accessible to the public per Indiana Administrative Rules.**