



DeKalb County Clerk

Holly A. Albright
P.O. Box 230
Auburn, IN 46706

Civil Division
260-925-0912
Fax: 260-925-5126

Criminal Division
260-925-4575
Fax: 260-927-4724

Small Claims Division
260-925-1315
Fax: 260-927-1331

REQUESTS FOR COPIES OF A COURT RECORD

The Clerk is required by Indiana Law to collect copy fees of \$1.00 per page, plus \$3.00 per document if certification is required (IC 33-37-5-1 and IC 33-37-5-3).

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

Confidential Records: Persons requesting confidential records need to meet the requirements of Ind. Administrative Rule 9(B) and present a photo ID when picking up their documents.

Payment can be made by cash, money order or credit/debit card*

**A convenience fee of 3% or a \$1.50 minimum applies to all transactions*.*

Your Name / Person to Contact: _____

Phone Number: _____

Mailing Address: _____
Street or PO Box

City, State and Zip Code

E-mail Address: _____

Court Case Number: _____

Names of Parties Involved: _____

Names of Parties Involved: _____

Type of Document	Date of Filing/Order/Decree	Number of Copies
1.		
2.		
3.		
4.		

Certified Copy (see above): YES NO

Failure to provide the above requested information will result in a delay in obtaining requested copies.

This document can be printed, completed and then mailed or faxed to the Clerk's Office. Send payment by money order made payable to "DeKalb County Clerk" and include a self-addressed stamped envelope.