

Gladwin County
Office of the County Clerk
 401 W Cedar Ave
 Gladwin MI 48624
 Ph. (989) 426-7351 Fx. (989) 426-6917
countyclerk@gladwincounty-mi.gov



Karrie Hulme,
 Gladwin County Clerk
 Deputy Clerks:
 Julie Jackson
 Mandy Hodge
 Ashley Longstreth

Circuit Court Record Request Form

Instructions: Please complete the form and submit it by email, fax, or mail. Please include all requested information to prevent processing delays. Please note that not all records are available to the public. To obtain documents from a restricted file, you must be a party in the case or have the appropriate authorization.

Note: If your request is urgent, please visit the Clerks' Office in person at 401 W. Cedar Ave.

A COPY OF THE REQUESTOR'S VALID GOVERNMENT-ISSUED PHOTO IDENTIFICATION IS REQUIRED.

Case Information	Full Name of Plaintiff on Record (Last, First Middle)	Case Number										
	Full Name of Defendant on Record (Last, First Middle)	Date case was opened (mm/dd/yy)										
	Please list the document(s) that you are requesting:											
Requester Information	Full Name	Phone Number										
	Mailing Address	E-mail Address										
	Signature	Remember, a copy of a valid photo ID must be included with your request.										
Card Payment Info.	Name on Card	Signature										
	Card Number	Expiration Date (MM/YYYY)	Security Code									
	Billing Address	By signing here, you are authorizing the Gladwin County Clerks' Office to charge the applicable fees and agreeing to abide by your cardholder agreement.										
Fee Chart	Court Certified Document: ___ x \$10.00	\$ _____	Card Processing Service Fees <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u>Subtotal</u></td> <td style="text-align: center;"><u>Service Fee</u></td> </tr> <tr> <td style="text-align: center;">\$0.01 - \$50.00</td> <td style="text-align: center;">\$1.75</td> </tr> <tr> <td style="text-align: center;">\$50.01 - \$75.00</td> <td style="text-align: center;">\$2.00</td> </tr> <tr> <td style="text-align: center;">\$75.01 - \$100.00</td> <td style="text-align: center;">\$3.75</td> </tr> </table>		<u>Subtotal</u>	<u>Service Fee</u>	\$0.01 - \$50.00	\$1.75	\$50.01 - \$75.00	\$2.00	\$75.01 - \$100.00	\$3.75
	<u>Subtotal</u>	<u>Service Fee</u>										
	\$0.01 - \$50.00	\$1.75										
	\$50.01 - \$75.00	\$2.00										
	\$75.01 - \$100.00	\$3.75										
True Copied Pages: ___ x \$1.00	\$ _____											
Credit / Debit Card Service Fee:	\$ _____											
Total:	\$ _____											

Email your request to countyclerk@gladwincounty-mi.gov or mail it to Gladwin County Clerk, 401 W Cedar Ave., Gladwin, MI 48624.

PENALTIES: Anyone who obtains or attempts to obtain a vital record of another person with the intent to commit identity theft or another crime is guilty of a felony punishable by imprisonment for up to five years and/or a fine of up to \$25,000.

*** Do not forget to include a copy of your ID! ***

*** Make checks payable to Gladwin County Clerk!***