

**Mark A. Fratarcangeli**  
CHIEF JUDGE

**40<sup>th</sup> District Court**  
27701 JEFFERSON AVE.  
ST. CLAIR SHORES, MI 48081

Telephone: (586) 445-5280  
Fax: (586) 774-5430

**Joseph Craigen Oster**  
DISTRICT COURT JUDGE

**Andrea R. Strassburg**  
COURT ADMINISTRATOR



### RECORD REQUEST FORM

Date of Request: \_\_\_\_\_ Requested by: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please Specify the **name (first, middle and last)**, of the party you are searching for:

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Case Number or Type of Charge: \_\_\_\_\_

Year the incident took place: \_\_\_\_\_

What type of information are you looking for:

\_\_\_\_\_ Certified copy of disposition/conviction- \$10  
(Pay at govpay.net, Code 6008)

\_\_\_\_\_ Disposition on misdemeanors only

\_\_\_\_\_ Disposition on all civil traffic offenses

\_\_\_\_\_ Disposition on a general civil case

\_\_\_\_\_ All files for an individual in this court (civil, traffic, misdemeanor, felony)

**For a copy of all files, there is a charge of \$1 per page.**

Handled by \_\_\_\_\_ on \_\_\_\_\_  
Court Clerk Date