

**53<sup>RD</sup> CIRCUIT COURT**  
**MEMORANDUM**

TO:           Persons Requesting General Record Check

FROM:        Susan M. Rhode, Court Clerk/County Clerk

Please be advised that per 53<sup>rd</sup> Circuit Court Administrative Order 2006-01, a specific case number or the party names are required in order to provide the information you have requested.

If you do not have a specific case number or case name, the following options are available:

1. You may review available case indexes at the 53<sup>rd</sup> Circuit Court to identify and select a specific case for inspection. Please note that this review may only provide information on current or recent court cases from this court.
2. A more complete record check may be requested by writing the appropriate state agency. Both the Michigan State Police and Department of State maintain computer information expressly for this purpose.
  - a. To obtain a Criminal Record Check contact the:  
Michigan State Police  
Central Records Bureau  
7150 Harris Drive  
Lansing, Michigan 48913  
Telephone: (517) 322-5531
  - b. To obtain a Driving (Traffic) Record contact the:  
Michigan Department of State  
Commercial Look-up Unit  
7064 Crown Drive  
Lansing, Michigan 48918  
Telephone: (517) 322-1624

Once you receive a complete record check, you will be able to contact the appropriate police agency or court listed on the record to obtain case-specific information.

The 53<sup>rd</sup> Circuit Court regrets that it cannot accommodate your request at this time. If you have any additional questions, please contact the court at (989) 734-3288. Thank you for your cooperation.

**53<sup>rd</sup> Circuit Court  
County of Presque Isle  
File/Copy Request Form**

1. Date of Request: \_\_\_\_\_

2. Requested By: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Office \_\_\_\_\_

3. Please specify the complete party name(s) and/or case number below:

Case Number: \_\_\_\_\_

Party Name(s): \_\_\_\_\_ vs. \_\_\_\_\_

4. Nature of Request:

\_\_\_\_\_ Review File

\_\_\_\_\_ Obtain Copies

5. If copies are requested, list documents to be copied:

\_\_\_\_\_ Complete case file (Except for any nonpublic court records)

\_\_\_\_\_ Specific documents (List – use additional pages if necessary)

\_\_\_\_\_  
\_\_\_\_\_

NOTE: Michigan law does not require that you place your name and address on this form. This information is required to facilitate the processing of your request.

---

**For Court Use Only**

# of copies \_\_\_\_\_ x \_\_\_\_\_ (amount per page)

Total charges: \$ \_\_\_\_\_

Processed by: \_\_\_\_\_ on \_\_\_\_\_  
Deputy Clerk Date