53RD CIRCUIT COURT <u>MEMORANDUM</u>

TO: Persons Requesting General Record Check

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

Please be advised that per 53rd 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 53rd 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 Crowner 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 53rd 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.