



# 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.