



## NICOLE L. BROWNE

### Clerk of Monroe Circuit Court

Charlotte Zietlow Justice Building  
 301 N. College Ave., Ste. 201  
 Bloomington, IN 47404

### Requests for Copies of Documents Within a Single Court Record

This document can be printed, completed, and then submitted through our portal, mailed or faxed to the Clerk's Office. Please provide preferred method of delivery. Please consult a Chronological Case Summary (CCS) on [www.mycase.in.gov](http://www.mycase.in.gov) to relay to our office what documents within the case you may be requesting.

<b>Your Name / Person to Contact</b>		
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<b>Certified Copy (see below)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Names of Parties Involved</b>		
<b>Court Case Number</b>		
<b>Other Information</b>		

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**\*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.