Helena Municipal Court
228 Broadway
Helena, MT 59601
P: (406) 447-8466 F: (406) 447-8265
Email: helenamunicipalcourt@helenamt.gov

REQUEST FOR PUBLIC RECORDS

****REQUIRED**

Requestor Information:

Name: _____

Address: _____

City: _____State: _____Zip: _____

Phone Number: _____ Fax: _____ Email: _____

Requested record search:

Full Name: _____ DOB**: _____ SS#:_____**

AKA: _____ Maiden Name:_____

Years to search: _____ Docket # (if known): _____

Records you want: _____

Completed record search instructions: ◯ Call for pick-up ◯ Fax to: _____

◯ Mail (<u>stamped, self-addressed envelope required</u>)

*** THE REQUIRED $10.00 SEARCH FEE (REGARDLESS OF RESULTS) MUST BE PAID BEFORE ANY ACTION WILL BE TAKEN***

Total Paid: _____

Date: _____

Receipt #: _____

****PLEASE NOTE THAT WHILE WE WILL DO OUR BEST TO PROCESS THIS REQUEST IN A TIMELY FASHION, IT MAY TAKE UP TO TWO WEEKS FOR A RECORD SEARCH TO BE COMPLETED!**

While the Municipal Court clerks are pleased to assist you in any way possible, please understand that we are unable to provide legal advice. If you need legal advice or have questions, please contact an attorney. Additionally, all emails are subject to Montana's Right to Know law (Article II Sec 9, Montana Constitution) and can be considered Public Record (2-6-202, MCA) available for public disclosure.