



MONTGOMERY COUNTY CIRCUIT COURT

50 MARYLAND AVENUE
ROCKVILLE, MD 20850

Copy Request Form

Please complete and mail or drop this request form in the drop box at the Maryland Avenue entrance.
Make sure to address the outside envelope to the appropriate department
(Civil, Criminal, Family, Central Files, or Land Records).

More instructions (including how to find your case number and locate documents) are located on the
[Copies page of the Circuit Court website.](#)

Your first and last name: _____

Address: _____

Phone: _____

Email address: _____

Cases & pleadings you are requesting: (if more than three cases, please attach a separate list in
chronological order; you can request more than one document per case also)

Case Number	Document Name (Docket numbers optional)	Number of regular copies	Number of certified copies	Number of triple seal copies*

*Triple seals are generally requested for apostille purposes / copies requiring a notary's signature.

Circuit Court Use Only

Date received

Date completed

Notes