

PUBLIC REQUEST FOR RECORDS STORED AT MARYLAND STATE ARCHIVES

Please be advised that the civil/criminal case you requested is now stored at the Maryland State Archives. You may request copies of the civil/criminal case from the Maryland State Archives by sending your request, along with the required information to:

Maryland State Archives
350 Rowe Boulevard
Annapolis, MD 21401
MD toll free (800) 235-4045 or (410) 260-6400
fax: (410) 974-2525
email: msa.helpdesk@maryland.gov
website: <http://msa.maryland.gov>

**For directions, and schedule of days and hours the Archives is open, please check the website.

METHODS OF PLACING AN ORDER

You may place an order for research or copy services via mail, email, or FAX. They require full contact information, name, address, phone and fax or email when applicable, a complete description of the citation or document is required.

Archives recommends including credit card information (name, number, expiration date, and "v-code" - the numbers on the signature line on the back of the card). Credit cards will allow you to pay for any amount of pages of a record that need to be copied. Checks are accepted, but since the fee could vary due to unknown number of pages, we recommend writing, "not to exceed" and the amount. Make checks payable to **Maryland State Archives**.

Please be certain to include your name, address and telephone number when sending your request for documents by mail or by fax.

COURT RECORDS Check one: CIVIL CRIMINAL OTHER

In order to locate a civil or criminal court case, Maryland State Archives require the following information:

- 1) Name of Defendant
- 2) County or City where the case was heard Disposition Date
- 3) The District Court location where the case was heard
- 4) Year of Case 5) Violation or Charge(s)
- 6) Case Number If you provide the case number, full cases are \$50 or a specific part of a file may be purchased for \$35. You will receive certified copies.

All pages of the particular document(s) requested from a case file are reproduced. See the *Guide to Government Records* at <http://guide.mdsa.net> for a list of court holdings. Many are found among the Transferred Record series. Check with the clerk of court for the information required to process your request.