
BARRY COUNTY TRIAL COURT

MEMORANDUM

TO: Persons Requesting General Record Checks

FROM: Ines Straube, Court Administrator

Please be advised that per Barry County Trial Court Local Administrative Order **2025-5**, a specific case number or the party names are required in order to provide the information you have requested.

If you do not have a specific case number or case name, the following options are available:

1. You may review available case indexes at the Barry County Trial Court to identify and select specific cases for inspection. Search the court's public case search feature at www.barrycounty.org or <https://micourt.courts.michigan.gov/case-search/>

Please note that this review may only provide information on current or recent cases from this court.

2. A more complete record check may be requested by writing the appropriate state agency. Both the Michigan State Police and Department of State maintain computer information expressly for this purpose.
 - (a) To obtain a Criminal Record Check either contact the Michigan State Police Central Records Division at 517-241-0606 or go to the Michigan State Police Website at www.michigan.gov/ichat to obtain information on how to use the Internet Criminal History Access Tool (ICHAT).
 - (b) To obtain a Driving (Traffic) Record contact the:

Michigan Department of State
Commercial Look-up Unit
7064 Crowner Drive
Lansing, Michigan 48918
Telephone: 517-322-1624

Once you receive complete record checks, you will be able to contact the appropriate police agency or court listed on the records to obtain case-specific information.

The Barry County Trial Court regrets that it cannot reasonably accommodate your request at this time. If you have any additional questions, please contact the court at 269-945-1400.

BARRY COUNTY TRIAL COURT RECORD/COPY REQUEST

1. Requested by: _____ Date: _____

Address	
Telephone number	
Email address	

2. Specify the complete case number and/or party name(s):

Case Number:	
Party Name(s):	

3. Nature of Request:

☐ Review Record (specify the type of record, such as case file, recordings, etc.)

☐ Obtain Copies

4. If copies are requested, list type of record to be copied:

☐ Complete case file (except for any nonpublic court records).

☐ Specific court records. (List documents, recordings, etc. Use additional page if necessary).

[] REQUEST APPROVED BY: _____ DATE: _____

[] REQUEST DENIED BY: _____ DATE: _____

NOTE: Michigan law does not require that you place your name and address on this form. This information is requested to facilitate the processing of your request.

For Court Use Only

_____ copies x per record/page charge of \$_____ Total charged: \$._____

Processed by: _____