



Circuit Court for Carroll County, Maryland

Heather S. DeWees, Clerk

55 North Court Street

Westminster, Maryland 21157-5155

410-386-8710 ♦ 1-888-786-0039 ♦ FAX: 410-386-8734

www.mdcourts.gov/clerks/carroll



CARROLL COUNTY CIRCUIT COURT COPY REQUEST INSTRUCTIONS & FORM

The Carroll County Clerk's Office provides copies to customers through the mail and by personal request in the office. Due to the current COVID-19 pandemic, the Clerk's Office would prefer to send copies to our customers through the mail.

- ♦ **The fee is \$0.50 per page to copy a Carroll County Circuit Court document.**
- ♦ **An additional fee of \$5.00 is required to receive a Gold Seal "Certification of True Copy" of a Carroll County Circuit Court document.**

Please call the Clerk's Office at **410-386-8720** for assistance in determining copy costs for your document(s) or for help with any other questions regarding obtaining copies of documents. These documents can include any Circuit Court cases beginning with **C-06, 06, C, K** or **P**.

Examples of Circuit Court documents that might need to be copied include but are not limited to: Divorce Decrees, Custody Agreements, Name Changes, Earning Withholding Orders, Qualified Domestic Relations Orders, Child Support Agreements and any Criminal Case heard in Circuit Court.

*For a copy / certified copy of a Marriage Certificate, please call the Land Records & Licensing Department at **410-386-8760** to obtain the cost for those copies.*

Upon receiving the cost of your copies from the Carroll County Clerk's Office, please fill out the following form with check or money order payable to:

Heather S. DeWees, Clerk

Please mail the completed copy request form and your check or money order to:

**Heather S. DeWees, Clerk
Judicial Department
Carroll County Circuit Court
55 North Court Street
Westminster, MD 21158**

or you can place the completed copy request form with payment in a sealed envelope in the **Clerk's Office Drop Box** located at the front entrance of the above address.



**CARROLL COUNTY CLERK'S OFFICE
COPY REQUEST FORM
(to be mailed with payment)**

Requestor's Name: _____

Requestor's Address: _____

Requestor's Email: _____

Requestor's Phone Number: _____

Title of Document to be copied: _____

Filing Date of Document: _____

Any Additional Information: _____

Circuit Court Case Number: _____

Plaintiff / Petitioner Name: _____

Defendant / Respondent Name: _____

Do you need a **True Test Certified copy** of the document? Please circle below:

Yes or No

If you have called the Clerk's Office and it is determined that **no payment** is required, you may email this request to:

CarrollCircuitCourtClerksOffice@mdcourts.gov

Thank you,

Heather S. DeWees

Heather S. DeWees
Clerk of the Circuit Court
for Carroll County, MD