



## RECORD SEARCH REQUEST FORM

(please print legibly)

**FEE: \$2.00 per year per name up to 7 years, \$1.00 per year per name thereafter  
(requests can be mailed, faxed or emailed)**

Last Name:

First Name:

Case type(s):

Years you would like searched:

Requested by:

Phone & fax numbers:

Email:

Address:

City/Town:

Zip Code:

Total amount enclosed: \_\_\_\_\_ (money order or cashier's check **only**)

Please email, fax or mail **request form & payment** to:

Carly Jay Anderson  
Clerk of District Court  
Beaverhead County  
2 S. Pacific St., #5  
Dillon, MT 59725  
406-683-3725  
406-683-3728 (fax)

[clerkofcourt.beaverhead@mt.gov](mailto:clerkofcourt.beaverhead@mt.gov)

Requests sent in via email or fax, should include a scanned copy of payment.  
Please send payment in mail immediately following request.

\*Requests are normally processed within one day.\*