

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES
LOUISE ALDERSON
STACIA BUCHANAN
CYNTHIA M. WARD
KRISTEN SIMMONS



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE

54A DISTRICT COURT RECORDS REQUEST AND/OR CERTIFICATE OF CONVICTION

The following information **must** be included in your request:

- Your full name at the time of the offense
- Your date of birth
- Approximate date of offense
- What you were charged with
- If you are requesting a general records check or a certificate of conviction
- Your contact phone number

To submit your request by mail send to:

54A District Court
6th Floor City Hall
124 W. Michigan Avenue
Lansing, MI 48933

To submit your request by fax send to:

517-483-4108

Please note record checks/certificate of convictions take between 6-8 weeks to process.

Certificate of Convictions are \$10 per case

General records check are \$1.00 per page

Incomplete requests will not be processed.

"Equal Opportunity Employer"

MAIN COURT NUMBER
(517) 483-4433

TRAFFIC-CRIMINAL DIVISION
(517) 483-4445

CIVIL DIVISION
(517) 483-4426

PROBATION DIVISION
(517) 483-4424