



CASE FILE DOCUMENT REQUEST / RECORD OF PROCEEDING REVIEW

1 Federal Drive, Suite 1850
Fort Snelling, MN 55111
(612) 725-3765

Instructions: Fill out this form to request copies of court documents, or view a record of proceeding during Court hours M-F 8:00 AM-4:00 PM.

Email completed form to: blm.requests@usdoj.gov

Fill out the Requestor's Contact Information section:

Date of Request:
Requestor's Name:
Requestor's Phone Number:
Requestor's E-mail Address:

Requestor is:

- ☐ Attorney-of-Record
- ☐ Attorney (with signed release)
- ☐ Respondent
- ☐ DHS Officer/Gov't Attorney

Court Case Information:

Respondent's A#:

Respondent's Name:

Material Requested:

- ☐ Review Record-of-Proceeding in person at court (Please provide 2 business day advance notice)
- ☐ Obtain Mailed Copies of Case Documents specified below under Item(s) Requested (Please allow approximately 2 weeks for via mail)
- ☐ Obtain Copies of DAR Recordings (Audio CD) (Please allow approximately 2 weeks (first class mail))

Item(s) Requested from Record-of-Proceeding:

(Please list specific documents to be copied or state all. Provide an office mailing address if items should be mailed to requesting party)

Requestor's Signature:

Court Staff Section:

Date Request Received: _____ Date Request Fulfilled: _____ Court Staff Initials: _____

- ☐ Request declined, referred requestor to FOIA to obtain Record material Court Staff Signature: _____

Requestor Notification:

The Court is not able to fulfill your request for copies of the record-of-proceeding locally because:

- ☐ The hearing for this record-of-proceeding is more than nine months from the date of this request, therefore, please make the request through the EOIR *Freedom of Information Act* service at: [DOJ - EOIR - PAL-Home \(justice.gov\)](http://DOJ-EOIR-PAL-Home.justice.gov)
- ☐ The record-of-proceeding has been closed for more than one calendar year. This record-of-proceeding is now at the Federal Records Center. Please make your request through the EOIR *Freedom of Information Act* service at : [DOJ - EOIR - PAL-Home \(justice.gov\)](http://DOJ-EOIR-PAL-Home.justice.gov)