

DISCOVERY REQUEST FORM INSTRUCTION SHEET

For Attorneys Requesting Information from the Shelby Township Police Department for Cases that are Undergoing Court Action

To expedite your Discovery requests, we are requesting that you complete the attached form and mail, e-mail, or fax it back to our agency for processing.

For e-mail requests: Please complete the attached form and e-mail your request to:

records@shelbytp.org

For fax requests: Please complete the attached form and fax it to (586) 726-7220. (You may wish to follow up with a phone call to confirm we have received your request.)

For mail requests: Please complete the attached form and mail it to: Shelby Township Police Department; ATTN: Records Bureau; 52530 Van Dyke; Shelby Township, MI 48316.

While the processing of most Discovery requests does not incur a fee, an exception may be made for extensive or time-consuming requests. If a fee will be associated with your request, we will notify you prior to processing your request.

After we have compiled your information, the information will be forwarded to the appropriate Prosecuting Attorney's Office. At that time, we will notify you whether you will need to contact our Township Attorney's Office or the Macomb County Prosecutor's Office to obtain your information.

If you have any questions, please contact the Records Bureau at (586) 731-2121, extension 1.