



COPY REQUEST FORM

Please use the form below to indicate the documents you wish to be copied. If your request is large, please print the appropriate docket sheet from the "Case Information" feature (PACER or JAMS) of our Web site (www.insd.uscourts.gov) and circle all document numbers desired. Please submit your request in person, by mail, or by FAX to the District Court Clerk's Office. The address and fax number are provided below. When your request is ready, our office will notify you to arrange for payment and pickup or shipment of the copies. You may call the Clerk's Office at (317) 229-3700 with additional questions about copy requests. Requests will be processed as soon as possible, and in the order in which they were received. NO REQUEST WILL BE GIVEN SPECIAL CONSIDERATION.

Case Name: _____

Case No.: _____ **Judge:** _____ **Date Closed:** _____
(if applicable)

Date Filed	#	Document Name

Requested By:

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Fees:

\$.50 per page
\$.10 per page (electronic records)
\$11.00 per certification
\$21.00 per exemplification
\$64.00 retrieval (if file is off-site)*

* The fee of \$64 is for the retrieval of one box from off-site. For retrievals involving multiple boxes, a fee of \$39 will be charged for each additional box.

The Clerk's Office accepts payment by check, credit card, money order, and exact cash. Please write payee as Clerk, U.S. District Court.

Mail to:
U.S. District Court
46 East Ohio Street, Rm. 105
Indianapolis, IN 46204

FAX to:
317.229.3959