

City:

Phone:

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 ACase 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 No.:		
Case Name:		Date Closed:
		(if applicable)
Date Filed	#	Document Name
Requested By:		Fees: \$.50 per page* \$11.00 per certification
Name:		\$21.00 per exemplification \$64.00 retrieval (if file is off-site)**
		*\$.10 per page if the electronic records are printed at the public terminal located in the Clerk's Office (Indianapolis Division.)
Address:		

State: Zip:

Fax:

**The fee of \$64 is for the retrieval of <u>one box</u> 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 <u>Clerk, U.S. District Court</u>.

Mail to: U.S. District Court

46 East Ohio Street, Rm. 105 Indianapolis, IN 46204

FAX to: 317.229.3959