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 of PACER and circle all document numbers desired. Please submit your request in person, by mail, or by email to the District Court Clerk's Office. The address and email address are provided below. When your request is ready, the Clerk's 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.

THE CLERK'S OFFICE WILL NOT "CONFIRM" OR "VERIFY" PERSONAL DATA IDENTIFIERS ("PDI") WITHIN A CASE FILE.

NO COPY REQUEST WILL BE GIVEN SPECIAL CONSIDERATION.

Case No.: _____

Case Name: _____   **Date Closed:** _____
(if applicable)

Date Filed	#	Document Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requested By:

Name: _____

Company: _____

Address: _____

_____

City: _____   State: _____   Zip: _____

Phone: _____   Fax: _____

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$.50 per page*
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**The $70 physical retrieval fee applies to one box (a $43 fee will be charged for each additional box), and the $.50/per page copy fee will also be charged. Electronic retrieval services are available up to 100 pages – starting at $20.90 for retrieval and $.65 per page.

The Clerk's Office accepts payment by check, credit card, money order, and exact cash – checks should be payable to: Clerk, U.S. District Court.

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

Email to: temporary-efiling@insd.uscourts.gov