



United States District Court, Eastern District of Virginia
 401 Courthouse Square
 Alexandria, VA 22314-5704
 (703) 299-2100



Copy Request Form

Company/Firm _____

Name/Contact _____

Phone _____

Request Date _____

Case Name _____

Case Number _____

Please complete this form in full and forward it to the Clerk's Office for processing. Please note that some files requested may not always be available for us to pull. If this applies to your request, you will be notified. You will be contacted when your copy request has been completed.

Copies needed (Rate is \$0.50 per page, for paper cases and \$0.10 per page, for electronic cases):

Pleading Number	Pages/Section	Number of Pages	Certified Y/N? (Additional \$11 per document)	Total

Grand Total _____

Delivery Instructions (Pick Up or Mail): _____

(Note: The court will not pay mailing costs for excessively large copy requests. If this applies to your request, you will be notified.)

Note: The Clerk's Office will contact you with the cost if you do not know the number of pages. Copy requests will be fulfilled once payment is received.

The Clerk's Office accepts payment by cash (exact change only), check, money order, or major credit cards. Cash and credit card payments can only be received in person over the counter.