

United States District Court, Richmond Division
701 East Broad Street
Richmond, Virginia 23219
(804) 916-2200

Clerk's Office Hours of Operation
Monday - Friday 8:30 am to 5:00 pm

COPY REQUEST FORM

Company/Firm: _____
Name/Contact: _____
Address: _____
City, State, Zip: _____
Phone: _____

Date Requested: _____
Case Name: _____
Case Number(s): _____

COPIES NEEDED:

Pleading Number(s)

Pages/Section:

Fee for copying is .50 cents per page and .10 cents per page for electronic documents. Make check or money order payable to Clerk, US District Court. Visa and Mastercard transactions must be made in person. Attorneys, paralegals and legal secretaries may make their own copies at .50 cents per page.