

COPY REQUEST FORM

Request Date: _____

PART A: Requesting Party

Name: _____ Phone: _____

Address: _____ City, State, Zip : _____

Email: _____

PART B: Case Information

Select Case Type: CIVIL PROBATE CRIMINAL DOMESTIC/FAMILY LAW

Court Case Number * : _____

- The court case number is **required**. If you **cannot** find it, provide as much information as possible.

Party Name(s)

Plaintiff/Petitioner: _____

Defendant/Respondent : _____

Defendant's Date of Birth : _____

In criminal cases, you **must** include the Defendant's date of birth or case number

Part C: Document(s) & Type of Copy

Identify the document(s) you want in the list below. If you do not know the document title, please describe it. Attach more pages as needed.

<u>Document Name</u>	<u>Regular, Certified, Exemplified</u>	<u>Number of Copies</u>

Email request forms to: wjcopy@utcourts.gov

Part D: Fees & Delivery Options (payment is required **before** your request will be processed)

Fees : (pay online www.utcourts.gov/epayments)

\$0.25 per page – plain copy

\$0.50 per page and \$4.00 number of certifications – certify copy

\$.50 per page and \$6.00 number of exemplifications - exemplify copy

\$5.00 email fee plus \$0.50 per page after first 10 pages

Postage fee – depending on weight

* Regarding private documents. You must provide an original notarized letter indicating party to the private case, or a notarized permission letter allowing a party to receive documents from a private case. We cannot email private documents *