United States District Court
District of Delaware
Copy Order Form
(Document Tracking/Charge Out)

CASE NUMBER: CIV MISC CRIM MAG:_____

CASE CAPTION: _____VS _____

REQUESTOR'S NAME & PHONE #: _____

FIRM/ORGANIZATION ADDRESS: _____

INCLUDE EXHIBITS OR ATTACHMENTS (WHEN APPLICABLE): (Yes) (No)

Clock and initial when order is received

ITEMS REQUESTED

D.I. #/Document Info	D.I. #/Document Info	D.I. #/Document Info

(Prohibited=Sealed documents, Steno Notes and Transcripts before 5/17/08)

COPY TOTAL	**PAGES:**	**$**
OPINION TOTAL	**PAGES:**	**$**
CERTIFICATIONS	**No:**	**$**
GRAND TOTAL:	$	
RECEIPT #:		

Clock and initial when documents are ready for pickup

ORDER COMPLETED BY:	
FOLLOW UP BY:	

Cc: Case file (check out record- removed when docs are refiled)
Records Clerk (suspense copy; then final record copy)
Customer (awaiting payment/pickup/accompany completed order

Clock and initial when order is completed Original=Records Chk