

## **OBTAINING COPIES OF COURT DOCUMENTS**

(Revised 12/01/2013)

Requests for copies of case documents that have not been archived should be made via our Help Desk, at (302) 573-6170, or by submitting a completed [copy order form](#).

For information on how to request copies of paper case documents that have been accessed to the Federal Records Center, NE Philadelphia, or permanent case records that have been further archived at the National Archives and Records Administration (NARA), see [FAQ](#):

*[How do I obtain copies of documents from an archived case file? \(Revised 12/01/13\)](#)*

### **COPY SERVICES / FEES**

Case documents or docket sheets	\$.50 per page
Electronically filed documents copied by customer at Help Desk	\$.10 per page
Certified copy of any case document available from Clerk's office	\$11.00 per document, and copy fee of \$.50 per page
Apostille	\$46.00 file/index fee per document \$11.00 certification fee per document, and \$.50 per page copy fee
Exemplification	\$21.00 per document, and \$.50 per page copy fee
Retrieval of case file from the NARA Records Center copy/certification fees	\$64.00 for the first box requested per case, and \$39.00 per box for each additional box for the same case

Requests for transcripts of court proceedings filed prior to May 17, 2008 should be ordered directly from the Court Reporter listed on the case docket sheet:

- Brian Gaffigan (cases assigned to Chief Judge Stark (LPS) - (302) 573-6360
- Valerie Gunning (cases assigned to Judge Robinson (SLR) - (302) 573-6194
- Kevin Maurer (cases assigned to Judge Sleet (GMS) - (302) 573-6196
- Leonard Dibbs (cases assigned to Judge Andrews (RGA) or formerly J. Farnan - (302) 573-6195

Please consult the Court's Policy on the [Electronic Availability of Transcripts of Court Proceedings](#), regarding transcripts filed on and after May 17, 2008.

### **PUBLIC ACCESS TO COURT ELECTRONIC RECORDS (PACER)**

The Clerk's office provides two public terminals where customers have direct access to (PACER) dockets and PDF documents, and copies may be self-printed for \$.10 per page.

Also, public access to electronically filed documents is available by registering with the PACER Service Center at: [www.pacer.gov](http://www.pacer.gov)

Once registered with PACER, users gain access to electronic court dockets and PDF documents via the applicable federal court's website, CM/ECF/PACER login screen. PACER fees are noted on their website.