FOR COURT USE ONLY

Date: _____

Amount Due: _____
Number of Pages: _____
Number Certified: _____
Number Exemplified: _____

REQUEST FOR SERVICES
U.S. District Court, District of Nevada

CONTACT PERSON: _____

FIRM OR AGENCY: _____

ADDRESS: _____

TELEPHONE #: _____

(You will be called when the services have been completed.)

CASE NUMBER: _____

(This information is required to complete your request. If you do not have the case number, please check our computerized index to obtain it. Format example: 2:75-CV-09999-LDG-PAL)

CASE CAPTION: _____

(List plaintiff(s) and defendant(s); i.e. Joe Smith v. Art Brown, et al.)

☐ RETRIEVAL FROM THE FEDERAL RECORDS CENTER
The charge for retrieval of records is $64.00 for one box and $39.00 for each additional box to be paid in advance. Please allow 2 weeks for delivery. For electronic retrievals, $10 plus charges assessed by the Federal Records Center or National Archives.

☐ RECORDS SEARCH ($31.00 Fee for each name searched.)
List information to be searched:

NOTE: Fee for copying any record or paper is $.50 per page.

☐ COPY OF DOCKET SHEET

☐ COPY OF DOCUMENT(S)

List the document number(s) requested:

☐ CERTIFICATION OF DOCUMENT(S) ($11.00 Fee for Certification plus copy charges)

List the document number(s) requested:

☐ EXEMPLIFICATION OF DOCUMENT(S) ($22.00 Fee for Exemplification plus copy charges)

List the document number(s) requested:

(Note: Failure to provide case and document number(s) for any request may result in a $31.00 fee for a record search.)

Electronic public access to federal records is available through PACER at www.pacer.gov
Our website is www.nvd.uscourts.gov