

Amount Due: \_\_\_\_\_  
Number of pages: \_\_\_\_\_  
Number certified: \_\_\_\_\_  
Number exemplified: \_\_\_\_\_

United States District Court, District of Nevada  
**COPY AND SERVICE REQUEST**

1. \*Name:

2. \*Date:

3. Firm or Agency:

4. \*Mailing Address:

City:

State:

Zip code:

5. \*Phone Number:

6. \*Email Address:

7. Case Number:

8. Case Name:

9. Service Requested (check box below):

- Copy of Docket Sheet.**
- Copies of documents.** The fee for the clerk to reproduce documents from an electronic format is \$.10 per page. List the document titles and include document number:
- Certification** of a document or paper filed with the court. The fee for certification of each document is \$12.00 plus copy charges. List the document titles and include document number:
- Exemplification** of a document filed with the court. The fee for exemplification of each document is \$24.00 plus copy charges. List the document titles and include document number:
- Apostille.** The fee for the issuance of an apostille is \$50.00 plus copy charges. Apostilles may be issued only for documents generated within the court. List the document titles and include document number:
- Records search.** The fee for each name or item searched is \$34.00. List information to be searched:
- Retrieval from the Federal Records Center.** The charge for retrieval of records is \$70.00 for one box and \$43.00 for each additional box to be paid in advance. Please allow two weeks for delivery. For electronic retrievals, \$11.00 plus \$9.90 and \$.65 per page, charges assessed by the Federal Records Center.

## INSTRUCTIONS

**Completion.** Complete Items 1 through 9. **Failure to provide the case number and document numbers for any request may result in a \$34.00 fee for record search.**

**Submitting to the Court.** All requests for copies/services must be in writing on the form provided. Requests for records will not be accepted over the phone or by fax. Deliver or mail the completed Copy and Service Request form to the division of the Clerk's Office in which the case was originally filed.

For cases filed in the unofficial southern division of the U.S. District Court for the District of Nevada:

United States District Court  
333 Las Vegas Blvd South, Room 1334  
Las Vegas, NV 89101

For cases filed in the unofficial northern division of the U.S. District Court for the District of Nevada:

United States District Court  
400 S Virginia St, Room 301  
Reno, NV 89501

**Fees.** The court will notify you of the total amount due and contact you when the services have been completed.

## ELECTRONIC ACCESS TO COURT RECORDS

Electronic public access to federal records is available through PACER at [www.pacer.gov](http://www.pacer.gov)

## ORDERING RECORDS DIRECTLY FROM NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA), FEDERAL RECORDS CENTER (FRC)

To order copies of closed case files that have been transferred to NARA, go to <https://www.archives.gov/research/court-records/order-copies>