

Copy Request Instructions
(Revised 1/10/2014)

The public is encouraged to view electronically available documents and docket sheets through the Public Access to Court Electronic Records ([PACER](#)) program. PACER logins are available to the public at <http://pacer.psc.uscourts.gov/psco/cgi-bin/register.pl>

PACER policy and fees are established by the Judicial Conference of the United States. The cost is ten (10¢) cents per page with a cap of \$3.00 per document. The cap does not apply to name searches, reports that are not case-specific, and transcripts of federal court proceedings. If your usage does not exceed \$15 in a quarter, fees for that quarter are waived, effectively making the service free for most users.

Although you are encouraged to obtain copies through PACER, the Clerk's Office will fulfill copy requests (subject to availability) at a cost of fifty (50¢) cents a page.

When requesting copies online specify the docket entry number of the document that you are requesting. If there is not a docket entry number beside the docket entry you are requesting, then a separate document does not exist and the entry is deemed a 'text-only' entry.

Pursuant to Judicial Conference policy, documents filed in criminal cases before November 1, 2004 are electronically viewable to court users and case participants only. In addition, pursuant to the Federal Rules of Civil Procedure, Social Security and Immigration cases are electronically viewable to court users and case participants only. That means that the documents in these cases are not available through PACER, but they are available at the courthouse public terminal or through the copy request system.

There are certain public docket entries with non-public documents attached (i.e. sealed documents, minute entries). These documents are not available to the public through PACER or the copy request system.

Excluding certified copy requests, copies will typically be delivered to the requestor at the email address provided in the copy request form.

All inquiries regarding the copy request process should be directed to Shannon Thuemmel Proctor at 919.645.1700.