

Obtaining Copies of Documents

The Clerk's Office of the U.S. District Court for the District of Delaware has entered into a license agreement with Parcels Inc. who has agreed to reproduce court records in **civil** matters at the public's request. Requests for copies of **civil cases** should be made directly to Parcels at 800-343-1742. (A copy request form is also available on the Court web site.)

Parcels maintains the following offsite copy service location in downtown Wilmington:

**Parcels Inc.
2 E. 7th Street
2nd Floor
Wilm., DE 19801
800-343-1742**

Requests for certified copies and copies of documents in **criminal cases** should be placed through the Clerk's Office at 573-6170, or in person. Requests for **transcripts** should be directed to the Chief Court Reporter at 302-573-6195.

UNITED STATES DISTRICT COURT

DISTRICT OF DELAWARE

COPY ORDER FORM

(Document Tracking/Charge Out)

CASE NUMBER: CA MC MDL (CR Mag.) # _____

(Court must copy)

CASE CAPTION: _____ vs. _____

REQUESTOR'S NAME AND PHONE #: _____

FIRM OR ORGANIZATION: _____

INCLUDE EXHIBITS OR ATTACHMENTS (when applicable)? (YES) (NO)

FILL INCOMPLETE ORDERS (when applicable)? (YES) (NO)

(unless prohibited, e.g. SEALED document, steno notes, transcripts).

**Clock and initial when
order received by Intake**

ITEMS REQUESTED

D.I. # /Document Info.

D.I. # /Document Info..

**Clock and Initial's of
VENDOR when doc's
are picked up**

COPY TOTAL pages _____ \$ _____

OPINION TOTAL pages _____ \$ _____

(CERTIFICATIONS) # of docs _____ (Court personnel only) \$ _____

GRAND TOTAL \$ _____

(Order completed by _____ on _____)

cc: **Case File** (check out record);
Records Clerk (suspense/record copy);
Vendor (to accompany docs until returned to Intake)

**Clock and initial when
docs returned to Intake**