

Commonwealth of Virginia



FAIRFAX COUNTY GENERAL DISTRICT COURT
CIVIL DIVISION
4110 CHAIN BRIDGE ROAD
FAIRFAX, VIRGINIA 22030
(703) 246-3012

Civil Division Copy Request Form

Please complete all information below. Copy requests totaling 10 pages or more are billed at .50 per page. A clerk will contact you regarding any fees owed for your request. **Copies will be made upon receipt of funds due.** If payment is not received within 30 days, your copy request will be discarded. Indicate if you would like to pick up your copies or have them mailed. **Please note that if you would like your copies mailed you will need to include a self-addressed stamped envelope.**

Request Date: _____ Case Number: _____

Documents requested: _____

Requesting Party: _____ Phone: _____

Relationship to Case: _____

Address: _____

I would like to pick up my copies

I would like my copies mailed to the address listed above

Once we have received your copy request and pre-payment if required, please allow at least 5 business days to process your request. If you have any further questions, please contact the clerk's office Monday-Friday, 8:00am-3:30pm at 703-246-3012.

Request received by: _____ Date: _____

SASE attached Payment received (date/initials): _____