

# 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.** Copies may also be requested by email at GDCmail@fairfaxcounty.gov

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): \_\_\_\_\_