

# 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 copy requests over 10 pages require a self-addressed stamped envelope in order to be mailed.**

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