# United States District Court for the District of Colorado

# 901 19th Street, Denver, CO 80294

# Phone: 303-844-3433

# Email address for copy requests: cod\_intake@cod.uscourts.gov

# Instructions for Requesting Copies of Court Documents

# Copies are available for $.50 cents per page. Extra charges apply for certified copies, exemplified copies, and for file retrieval (files located at the Federal Records Center).

# STEP 1

# Fill out the Copy Request Form available on the court’s website ([www.cod.uscourts.gov](http://www.cod.uscourts.gov)) or at the Clerk’s Office. Include the following:

# Case name and number

# Document number(s)

# Type of copies requested

# Payment type

# Delivery method.

# STEP 2

# Email, or deliver the Copy Request Form to the Clerk’s Office. The requesting party will be notified of the total amount due. Payment must be received before copies are processed.

# STEP 3

# Copy requests will be processed and delivered as indicated on the copy request form.

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# Instructions for Ordering Transcripts

# If you are interested in purchasing a court transcript, please contact the court reporter assigned to the case. The reporter will advise you of the fees, the expected delivery date, and the availability of an electronic copy, if needed. Please be prepared to provide the court reporter with the case name and number, and the date of the hearing/trial for which a transcript is requested. You may locate court reporter contact information on the court’s website under the FAQ section. If you need assistance in locating a court reporter, please contact the Clerk’s Office.

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