

United States District Court for the District of Colorado

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www.cod.uscourts.gov

Instructions for Requesting Copies of Court Documents

Document copies are available for \$.50 cents per page. Turnaround time for requests averages 24 hours once payment is received. Please note that extra charges apply for certified or exemplified copies and for retrieving files not currently available at the courthouse.

STEP 1

Fill out the **Copy Request Form** available on the court's website or at the Clerk's Office. Indicate the case name and number, as well as the name and document number of each requested document.

Indicate type of copies requested along with payment and delivery methods.

STEP 2

Fax, mail, 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 documents are copied and mailed or picked up. A retrieval fee of \$53.00 per case will be required to have a file not available at the courthouse returned from the Federal Records Center.

STEP 3

On receipt of payment, copy work will be performed. The requesting party, as indicated on the copy request form, will be contacted to pick up documents at the Clerk's Office or copies will be mailed as indicated on the request form.

Transcript Order

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.