## U.S. COURT OF APPEALS FOR THE FOURTH CIRCUIT COPY REQUEST

**Fees:** For documents held by the court, copy fees are **\$.50 per page**. If certified copies are needed, the certification fee is **\$12 per case**. Documents held by the National Archives and Records Administration (NARA) are ordered directly from NARA after obtaining the transfer number and box number from the clerk's office, and fees are paid to NARA. See <u>National Archives Records Center Requests</u> for more information. To obtain copies of oral argument audio files, see <u>Listen to Oral Arguments</u>.

**Fee Exemptions:** Federal agencies are not charged fees, except that a copy fee is charged if a document is available on PACER. Persons and programs providing services authorized under the Criminal Justice Act are not charged fees. If you are entitled to a fee exemption, you may submit your Copy Request via email to <a href="mailto:documents@ca4.uscourts.gov">documents@ca4.uscourts.gov</a>. Please include "Copy Request" in the subject line.

Payment: Contact the clerk's office at (804) 916-2700 to confirm the fee amount and to whom the fee should be paid before submitting payment. Complete and mail this form and a check or money order for the confirmed amount (payable to "Clerk, U.S. Court of Appeals") to: Clerk, U.S. Court of Appeals for the Fourth Circuit, 1100 East Main Street, Suite 501, Richmond, Virginia, 23219. If you prefer to pay fees by credit card, you must register for a Fourth Circuit CM/ECF account. See Pay Fees by Credit Card. To pay fees for copies being provided by the court, select the "Copy Fees" option in the CM/ECF "Pay Fees" utility. Enter the number of pages requested (provided by the clerk's office), upload the completed Copy Request form, and proceed with entry of your payment information. Payment for copies being provided by NARA is made to NARA.

**Certified Copies:** To pay for certified copies provided by the court, return to the "Pay Fees" utility and select "Certification of Documents." **One certification will be provided for all copies made from the same case**. Enter the number of cases in which you wish documents certified, upload the completed form again, and proceed with entry of your payment information. Payment for certified copies provided by NARA is made to NARA.

Case Number	Docket Number or Name of Document	Filed Date
Copy Fee: Nu	mber of Pages: x \$.50/page =	
Certification Fee for Case No(s).:		
	Number of Cases: x \$12/case =	
TOTAL FEE:		
Name:		
	State:Zip Code:	
Contact Phone	No.: Contact Email Address:	
Date:	Preferred Delivery Method: U.S. Ma	ail Email