



In The Circuit Court  
For The Seventh Judicial Circuit of Illinois  
Sangamon County, Springfield, Illinois

**REQUEST FOR COPIES**

FAX TO 753-6665

Case Number: \_\_\_\_\_

Case Caption: \_\_\_\_\_

Need Copy of: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

**NOTICE**

For same day service, copy request must be received by the Circuit Clerk's Office prior to 11:00 a.m. to insure request is completed by 3:00 p.m. Orders received after 11:00 a.m. can be picked up after 11:00 a.m. the following business day. All completed requests will be kept for three weeks from the date the request is completed. Those requests not picked up within three weeks will be destroyed.

Please note: PERSONAL CHECKS ARE NOT ACCEPTED.

Date copy request submitted: \_\_\_\_\_

Amount due for copies: \_\_\_\_\_

Amount paid: \$ \_\_\_\_\_ Deputy Clerk Initials: \_\_\_\_\_