Name/Law Firm \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case Caption \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Case #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In Estate cases, check [ ]  if will has already been filed

Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext.\_\_\_\_\_

|  |
| --- |
| **Service Requested**Up to 5 orders per cause number[ ]  Regular -$30 (or see attached copy of approved fee waiver)[ ]  Expedited- $70 per cause number |
| **Return via:** |
| [ ]  Pre- paid envelope | [ ]  Messenger(Messenger Slip needed) | [ ]  Pick-Up Call (\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Must provide a copy of order to conform or pay for a copy. |
| [ ]  Clerk provide Postage ($3) [ ]  Clerk Provide Envelope/Handling ($7) |
| **Additional Service(s) outside of the copy of your signed order:** |
| [ ]  #\_\_\_\_ Regular copies of (document name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                 Total # of pages\_\_\_\_\_\_  (.50 per page) | [ ]  #\_\_\_\_ Certified copies of (document name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                                       Total # of pages\_\_\_\_\_\_($5 for the first page $1 for each additional page per document) |
| [ ]  Letters #\_\_\_\_\_\_ and/or Form K #\_\_\_\_\_\_\_etc.($5 each) | [ ]  Writs, Subpoenas, Citations etc. #\_\_\_\_\_\_ ($20 for original & one conformed copy; $2 for each additional) |

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|  |  |  |
| --- | --- | --- |
| Amt. Received \_\_\_\_\_\_\_\_\_ | Completed by: \_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_ \_\_\_Mail \_\_\_Messenger |
| [ ]  Fee waiver  | **Pick-Up Notification:** |
| Rcpt#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1st Attempt | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Person notified\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or VM |
| Prepared by: \_\_\_\_\_\_\_\_\_\_ | 2nd Attempt | Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Person notified\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or VM |
|  | Pick-up by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_  |

Revised 12/2024