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) | | |

**For Clerks’ Use Only**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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