

UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA, COLUMBIA DIVISION

**COPY IDENTIFICATION FORM**

Company/Firm: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
*(Name of person completing this form)*

Case No: \_\_\_\_\_ Case Name: \_\_\_\_\_

**Is case open or closed** \_\_\_\_\_ Judge: \_\_\_\_\_

**DOCUMENTS TO BE COPIED:**

Document No.	Name/Description of Document	No. of Pages

*Please continue on back if more room needed.*

**CASE MANAGER SIGNATURE:** \_\_\_\_\_ *Phone No.:* \_\_\_\_\_

**IMAGING TECHNOLOGIES**  
**NOTIFIED BY FAX:** \_\_\_\_\_ *Date* \_\_\_\_\_  
*Deputy Clerk of Court*

# INSTRUCTIONS FOR COPY REQUESTS

## DOCUMENTS 10 PAGES OR LESS:

A copy request for documents 10 pages or less will be handled by the Clerk's Office and must be paid for when the copies are made. The copy fee per page is 50 cents. The deputy clerk managing the case will call you as soon as the copies are completed. The turnaround time for copies is **two days**. If you need an expedited copy, please indicate so on the Copy Identification Form ("Copy ID Form").

## DOCUMENTS MORE THAN 10 PAGES:

A copy request for documents 10 pages or more will be handled by Imaging Technologies, the company awarded the printing contract in the Columbia area. Before Imaging Technologies can copy documents, you must complete a Copy ID Form (available at the Clerk's office or we will be happy to fax a form to you). The basic instructions are as follows:

1. Complete "Copy ID Form" and fax or deliver it to the Clerk's Office.
2. After the Clerk pulls documents to be copied, he or she will sign the bottom of the Copy ID Form and fax a copy to Imaging Technologies and to the individual making the request. Please Note: The document indicated on the form will be copied IN ITS ENTIRETY unless otherwise indicated.
3. Imaging Technologies will retrieve the documents from the Clerk's Office.

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4. When the copies are made, Imaging Technologies will deliver them to you.

If you have questions about Imaging Technologies fees, the address, phone and fax numbers are as follows:

Imaging Technologies, 205 Pickens Street, Columbia, SC 29205  
Phone: 803-254-2561

## FILES LOCATED AT THE FEDERAL RECORDS CENTER:

If a file is located at the Federal Records Center in Georgia, you must pay a \$35.00 retrieval fee at the time you request the file and/or copies. Once the Clerk's Office makes a request for the file to the Federal Records Center, it will take approximately one week to receive the file in the Clerk's Office. Once we receive the file, your copy request will be completed as explained above. You may also contact the Federal Records Center via their web address: [www.nara.gov](http://www.nara.gov)

## SCHEDULE OF OTHER SERVICES:

Certification of document.....\$ 7.00  
Record Search (per name).....\$ 20.00

**[www.scd.uscourts.gov](http://www.scd.uscourts.gov)**