

## **COPY REQUESTS**

It is the policy of the Clerk's Office that any copy request for over 10 pages will be forwarded to the copy service Aim Mail Center.

1. Complete the attached form. The description of the document along with the number of pages must be completed.
2. Forward the form to Aim Mail Center to request the copies and to provide billing and delivery information.

Aim Mail Center  
215 Pelham Road, Ste. B-211  
Greenville, SC 29615  
Phone: 864.242.2900

3. Aim Mail Center will coordinate with the Clerk's Office to retrieve the documents to be copied.



UNITED STATES DISTRICT COURT  
DISTRICT OF SOUTH CAROLINA

**COPY REQUEST FORM**

Date: \_\_\_\_\_

Name of Requester: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

**DOCUMENTS TO BE COPIED**

Document No. and/or Date Filed	Name/Description of Document (motion to compel, order, answer, etc.)	Number of Pages

**RECEIPT FOR FILES**

Received by: \_\_\_\_\_  
Aim Mail Center®

Date/Time: \_\_\_\_\_

Date Returned: \_\_\_\_\_