

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: _____