

REQUEST FOR FILE BEING ARCHIVED

[Attach to top of case file.]

The file you have requested has been sent to Archives and Central Services to be scanned. Therefore, it will take a few days to fill your request. Please complete the following information to the best of your knowledge. Failure to give complete information may delay your request.

We will notify you when we get the file back from Archives. **Please bring your copy of this request with you when you return to look at the file.**

DESCRIPTION OF FILE REQUESTED

Date of Request: _____ Case No.: _____

Location where case was filed: _____

Case Name: _____

Documents needed from file:

Comments:

Your Name: _____ Phone Number: _____

Email Address: _____

Mailing Address (if no phone/email):

FOR CLERK USE ONLY

<input type="checkbox"/> Copy to Requester <input type="checkbox"/> Original to Supervisor By: _____ Deputy Clerk	Supervisor's Approval:	Date Request Filled:
	Date Archives Notified:	Date File Returned to Arch.:
	By: _____	By: _____
	Date Party Notified:	Date File Received in Archives:
	By: _____ Deputy Clerk	By: _____
		BOX: _____