JACKSON COUNTY CIRCUIT COURT

COURT FILE DOCUMENT REQUEST FORM

NOTE: before beginning, save a copy of this form to your computer, fill it out, and save it prior to attaching to an email.

Court staff will calculate the total cost after your request is made and contact you to arrange payment.

Please allow <u>five business days</u> from receipt of your payment for your copy request to be completed. If the case request is large or complicated, your request may take longer to complete.

Name:					Requestor Information
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Case Number:					
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Type of Copy:	Scan/Email (\$0.20 / pg.)	Copy (\$0.25 / pg.)	¥ •	Exemplified Copy (\$10 + \$0.25 / pg.))
Delivery Method:	Pick Up	US Mail (postage	fees added) Ema	il (where available)	ent o
List documents to be copied:					Case Document or Information
Additional Notes: _					ation
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You may submit a completed request form in one of the following ways:

In Person or by Mail:

Jackson County Circuit Court Attn: Records/Archives 100 S. Oakdale Avenue Medford, OR 97501-3127

Email:

jackson.case.file.request@ojd.state.or.us

What is the difference between the copy types?

- Scan/Email: Scanning and Emailing document(s) or data via Email.
- Standard Copy: A basic electronic image or photocopy of a document.
- **Certified Copy**: A photocopy of a filed document that is stapled and then sworn to be a true copy by the Court Clerk. The certified copy should not be taken apart. If the staple is removed the certification becomes invalid.
- Exemplified Copy: A Court Clerk swears to the authenticity of the document. The signature of the Court Clerk is sworn to by the Presiding Judge, and the signature of the Presiding Judge is sworn to by the Court Clerk. This is typically used to file court documents in another state or country. Please allow up to an additional two weeks to process.