LANE 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.

A COURT CLERK WILL CONTACT YOU BY PHONE ONCE PROCESSED TO ARRANGE PAYMENT.

Please allow **five business days** from receipt of your request to retrieve the records. If the case was filed prior to the year 2000 or if you need a large volume of copies we may require additional time.

Requestor Information

Business/Agency: _____

Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Contact Phone: _____

Case Document or Information

Case Number: _____

Case Party Names: _____

Year of Filing: _____

Type of Copy: ☐ Information (Free) ☐ Copy ($0.25 / pg.) ☐ Certified Copy ($5 + $0.25 / pg.) ☐ Exemplified Copy ($10 + $0.25 / pg.)

Delivery Method: ☐ Pick Up ☐ US Mail (postage fees added) ☐ Email (where available)

List documents to be copied: _____

Additional Notes: _____

You may submit a completed request form in one of the following ways:

In Person or by Mail:
Lane County Circuit Court
Attn: Archives
125 E 8th Avenue
Eugene, OR 97401

Email:
lancopyrequest@ojd.state.or.us

What is the difference between the copy types?

- **Information:** Lookup of case info including document dates, case numbers, etc. No copies needed.
- **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.