

# Request for Files/Copies

Date Submitted:

1. Payments must be received **before** copies are made
2. Over the counter requests for copies of full files or for files off-site, can take up to **5 to 10 business days** to process
3. You may remit this form to Columbia County Circuit Court, 230 Strand Street, St, Helens, OR 97051 or by email to [Columbia.General@ojd.state.or.us](mailto:Columbia.General@ojd.state.or.us)

Case Number(s): \_\_\_\_\_

Case Title/Name(s): \_\_\_\_\_

Documents(s) to be copied: \_\_\_\_\_

**Copy Request Fees:**

**Copies:** 25¢ per page, if file previously scanned; otherwise 20¢ to scan + 25¢ per page, totaling 45¢ per page.

**Certified Copies:** \$5.00 for a certified copy (in addition to the per page copy charge)

**Emailed Copies:** \$3.00 per case **Emailed Copies Originating from a Paper File:** \$3.00 per case + \$0.20 per page

**Exemplified Copies:** \$10.00 for an exemplified copy (in addition to the per page copy charge)

**Microfilmed Copies:** Printed - \$0.75 per page. Emailed - \$3.00 per case + \$0.45 per page

**Fax:** \$2.00 first page, \$1.00 each additional page

**Postage:** Rate based on number of pages mailed

CJO14-066

Certified Copy     Exemplified Copy     Pick up at front counter     Mail copies     Email Copies

\* Certified/Exemplified documents must be mailed or picked up

Requesting Party: \_\_\_\_\_ Company: \_\_\_\_\_

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

Street

City

State

Zip

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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*For Official Use Only*

Clerk: \_\_\_\_\_ Total Amount Due: \_\_\_\_\_

File scanned in Odyssey:  YES     NO    Microfilm Number: \_\_\_\_\_

Number of Pages: Copied: \_\_\_\_\_ Scanned: \_\_\_\_\_ Microfilm: \_\_\_\_\_ Postage Cost: \_\_\_\_\_

Contacted for payment on: \_\_\_\_\_ Paid Via:  Cash     CC/Debit     Check

Notes: \_\_\_\_\_

Completed on: \_\_\_\_\_