**UNITED STATES DISTRICT COURT FOR THE DISTRICT OF UTAH**

# Office of the Clerk

**Records Request Form**

Copy requests will be processed in the order received. Requests for documents archived in a Federal Records Center or National Archives and Records Administration facility may take up to 10 days to process, and additional fees are required [for retrieving archived documents. A copy of the record fee schedule is available on the court’s website, https:// www.utd.uscourts.gov/fee-schedule. Payments can be made by mail or by contacting the Clerk’s Office via the](https://www.utd.uscourts.gov/fee-schedule) contact information at the bottom of this form. Credit card information cannot be accepted by email, fax, or voicemail.

# Requestor Name: Company: Address: Phone Number: Email:

**REQUEST**

## Records Information

Case Name: Case Number: Names Searched:

Document Name Number

## Records Type Name Change

Naturalization Documents Court Case Documents

Name Search Local Rules

Certificate of Good Standing

Transcript

## Certified Copies Needed

Received By Date : Clerk: Finished:

**This area to be filled out by the clerk**

RMS Data

Records Location: Accession Number: Shipment Number: Box Number:

Certification Type

None Certified Copy Exemplification

Apostille

Records Status

Arrived:

Returned:

 **Records Clerk**

**U.S. District Court**

**351 S. West Temple, Room 1.100 Salt Lake City, UT 84101**

**(801) 524-6100**

**kate\_baker@utd.uscourts.gov**

FRC Request Type Temporary Loan

SmartScan Permanent Withdrawal