

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 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

Records Type

Case Name: _____

Name Change

Case Number: _____

Naturalization Documents

Names Searched: _____

Court Case Documents

Document Name Number

Name Search

Local Rules

Certificate of Good Standing

Transcript

Certified Copies Needed

This area to be filled out by the clerk

Received By

RMS Data

Certification Type

Date : _____

Records Location: _____

None

Clerk: _____

Accession Number: _____

Certified Copy

Shipment Number: _____

Exemplification

Finished: _____

Box Number: _____

Apostille

Records Status

FRC Request Type

Arrived: _____

Records Clerk
U.S. District Court
351 S. West Temple, Room 1.100
Salt Lake City, UT 84101
(801) 524-6100

Temporary Loan

Returned: _____

SmartScan

kate_baker@utd.uscourts.gov

Permanent Withdrawal