



## RECORDS REQUEST FORM

### Documents Available

- Copies of court case or naturalization records that are publicly available may be requested from the Clerk's Office by completing this form and emailing or mailing it to the address to the right.
- Sealed or restricted documents cannot be copied without a court order unless they are available at the public kiosks in the Clerk's Office.
- Information for requesting transcripts of court hearings that are not publicly available is available on the court's website at:  
<https://www.utd.uscourts.gov/court-reporters-transcripts>.

**Records Clerk**  
**U.S. District Court**  
**Orrin G. Hatch United States**  
**Courthouse**  
**351 S. West Temple, Room 1.100**  
**Salt Lake City, UT 84101**  
**(801) 524-6100**  
**utdecf\_clerk@utd.uscourts.gov**

### General Information

- 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 list of the copy and retrieval fees is available on the court's website at <https://www.utd.uscourts.gov/fee-schedule>. Payment 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 Information	Record Requested
<p><b>Name</b> _____</p> <p><b>Mailing Address</b></p> <p>_____</p> <p>_____</p> <p><b>City, State, Zip Code</b></p> <p>_____</p> <p><b>Telephone</b></p> <p>_____</p> <p><b>Email</b></p> <p>_____</p>	<p><b><u>Court Case Documents</u></b></p> <p>Case Number: _____</p> <p>Case Name: _____</p> <p>Document Name or Description: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>*To be completed by the Records Clerk</b></p> <p>Record Location: _____</p> <p>FRC Information</p> <p>Transfer No.: _____</p> <p>FRC Shipment No.: _____</p> <p>FRC Box No.: _____</p>	<p><b><u>Naturalization Documents</u></b></p> <p><input type="checkbox"/> Name Change Petition/Order.</p> <p style="margin-left: 20px;">Original Name: _____</p> <p style="margin-left: 20px;">Changed Name: _____</p> <p style="margin-left: 20px;">Date: _____</p> <p><input type="checkbox"/> Other: _____</p>
<p><b>Record Certification (*not required)</b></p> <p><input type="checkbox"/> Certified      <input type="checkbox"/> Apostille</p> <p><input type="checkbox"/> Exemplified</p>	<p><b><u>Name Search</u></b></p> <p>Name to Search: _____</p>