

Copy Work Request Form Instructions

All fields marked with a red asterisk are required, including:

- Name of Requestor
- Address
- City
- State
- Zip Code
- Phone Number
- Docket Number(s)
- Items To Be Copied
- Delivery Options
- Certified Documents options

Enter the Docket Number(s) of the cases that contain the items you wish to have copied and enter the details of exactly what you want copied in the **Items To Be Copied** field. The **Case Name** field(s) will be populated automatically after clicking the **Submit Form** button.

If you choose **Federal Express** as your delivery option, your **Federal Express** account number is required.

If you choose to have any documents certified, please refer to the **Fees/Charges** page for the latest **Certification of Photocopies** fees.

When the form is complete, click **Submit Form**. The form will be displayed and you will be asked to review the information and confirm the form. Click **Confirm Form** when finished or click **Modify Form** to correct information.

Once the form has been confirmed, you will be able to view and print a printer friendly version of the form by clicking the **Printer Friendly Version** link located in the upper right corner of the screen.

Questions regarding your request should be directed to:

**Records and Reproduction Office of the United States Tax Court
(202) 521-4688.**