

United States District Court, Newport News Division  
P.O. Box 494  
101 25<sup>th</sup> Street, Room 202  
Newport News, Virginia 23607  
(757) 247-0784

Clerk's Office Hours of Operation  
Monday - Friday 8:30 am to 5:00 pm

**COPY REQUEST FORM**

Company/Firm: _____
Name/Contact: _____
Address: _____
City, State, Zip: _____
Phone: _____

Date Requested: _____
Case Name: _____
Case Number(s): _____

**COPIES NEEDED:**

Pleading Number(s)

Pages/Section:

_____
_____
_____
_____
_____
_____
_____

_____
_____
_____
_____
_____
_____
_____

Fee for copying is .50 cents per page. Make check or money order payable to Clerk, US District Court. Visa and Mastercard transactions must be made in person.
--