

Document Delivery Request

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|---------------------|-----|----------------|--|
| Name (please print) | | Date | |
| Telephone | Fax | Email | |
| Address | | City/State/ZIP | |

| | |
|-------------|----------------------------------|
| Citation #1 | Case name/Document or item title |
| Citation #2 | Case name/Document or item title |
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| Citation #5 | Case name/Document or item title |

All requests must be made in writing to SDCPLL.

For Document Delivery service a proper and exact citation is required.

♦ E-mail requests to
refdesk@sdlawlibrary.org

♦ Fax completed form to (619) 238-7716
♦ Bring completed form to the Library.

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- Fax** the documents to the fax number I have listed above.
- Mail** the documents to the address I have listed above.
- E-mail** the information if this option is available.
- Hold** the documents for pickup within two business days following notification they are ready.

Rush Request? Yes \$25.00 fee applies
 No

I have read the list of copy fees, all disclaimers and policies on the back of this form and agree to pay all charges related to this request.

Signature _____

Date _____

| Delivery by Mail or Pickup | | | | Official Use Only | | |
|--|--|-------------------|---|-------------------|------------|----------|
| Format of Document | Book Microform Electronic | 1-20 pages | \$15 | | × \$15 = | |
| | | 21 + pages | \$1.25 per page | | × \$1.25 = | |
| | | | | | Subtotal: | |
| Delivery by Fax* | | | | | | |
| Format of Document | Book Microform Electronic | 1-20 pages | \$15 Local \$30 Long Distance | | × \$15 = | |
| | | | | | × \$30 = | |
| | | 21 + pages | \$1.25 per page \$2.25 Long Distance | | × \$1.25 = | |
| | | | | | × \$2.25 = | |
| | | | | | Subtotal: | |
| Delivery by Email | | | | | | |
| Format of Document | Book & Microform | 1-20 pages | \$15 | | × \$15 = | |
| | | 21 + pages | \$1.25 per page | | × \$1.25 = | |
| | | Electronic | No limit | \$15 | | × \$15 = |
| Rush Fees: \$25 (4-hour turnaround) | | | | | Subtotal: | |

All prices are per document. Examples of a single document: case, code section, Shepard's or Key Cite Report, Journal Article, Brief, Specific Page, Paragraph or Chapter.

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|-------|--------------|--|
| _____ | × \$25 = | |
| | Subtotal: | |
| | TOTAL | |

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|---|------------------------|--|
| <ol style="list-style-type: none"> The Library will try to meet all requests in a timely manner. The Library makes no guarantee that all rush requests will be fulfilled within the time requested. If the Library cannot fulfill a rush request the same business day, only standard service fees will apply. The Law Library reserves the right to refuse to fulfill a request if, in the opinion of the librarian on duty, the request would violate copyright law in Title 17 of the United States Code. Such requests might include copying a substantial part of any copyrighted materials, such as an entire chapter of a book. All fees must be paid before documents are delivered. | Date completed | |
| | Staff member | |
| | Receipt # | |
| | Request method | <input type="checkbox"/> In-Person <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail <input type="checkbox"/> Phone |
| | Delivery method | <input type="checkbox"/> Pick-up <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> E-mail |
| | Payment method | <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card |