

## COPY REQUEST FORM

Instructions: Complete this form, sign it, and mail to:

Regular mail: Vernon Parish Clerk of Court  
P.O. Box 40  
Leesville, LA 71496

Fed Ex or UPS: 215 S. 4<sup>TH</sup> Street  
Leesville, LA 71446

Type of case (circle one): Marriage license / Divorce Judgment / Civil case / Criminal Case/ Other

CASE/DOCKET NUMBER: \_\_\_\_\_ Approximate Date: \_\_\_\_\_

Names of parties involved in the case:

Party A: \_\_\_\_\_

Party B: \_\_\_\_\_

I hereby request the 30<sup>th</sup> Judicial District Clerk of Court in Vernon Parish to make copies/certified of the following documents: (list the documents below). Circle if you want a: REGULAR/CERTIFIED copy.

\_\_\_\_\_  
\_\_\_\_\_

I have enclosed a (circle one): Cashier's check / Money Order in the amount of \$ \_\_\_\_\_  
**(No personal checks accepted.)**

**Mail copies to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Contact Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_