



# Document Research & Retrieval Form

Document Research & Retrieval LAST DAY	FIRM NAME	PHONE	EXT. #	EMAIL (SECRETARY)
	DATE/TIME	ADDRESS	ATTORNEY	SECRETARY
	CLIENT MATTER #	YOUR ABC ACCOUNT #	DATE	

## DOCUMENT RESEARCH & RETRIEVAL REQUEST

COURT/RECORDER DOCUMENTS

COURT/AGENCY (INCLUDE COUNTY & STATE)

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CASE/RECORDING NUMBER

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CASE NAME

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NUMBER OF COPIES (FOR EACH DOCUMENT REQUESTED) \_\_\_\_\_

OBTAIN:  REGULAR COPIES  CERTIFIED COPIES  EXEMPLIFIED COPIES  INFO ONLY

RETURN TO FIRM VIA:  MESSENGER  REGULAR MAIL  FED-EX  U.S. PRIORITY  SCANNED  FAX (#) \_\_\_\_\_

DOCUMENTS (INCLUDE DOCUMENT NUMBERS OR MARKED DOCKET IF AVAILABLE) \_\_\_\_\_

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ADDITIONAL INSTRUCTIONS