



# PRINCE WILLIAM COUNTY CIRCUIT COURT

## Court Case Copy Request

Mail this request to:  
Clerk of Circuit Court  
Public Service Center, Room 305  
9311 Lee Avenue  
Manassas, Virginia 20110

This is a request for a copy of the following documents for a  Civil or  Criminal Case  
Case #: \_\_\_\_\_

Plaintiff: \_\_\_\_\_ Defendant: \_\_\_\_\_

Document	# pages (\$0.50 per page or *)	certified copy \$2.00 per document
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\*\$10.00 per disk that contains 100 pages or less, and \$25.00 per disk that contains 100 pages or more.

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Enclosed please find \$\_\_\_\_\_ check or money order per copy ordered and a self addressed, stamped envelope or \$.65 to cover the cost of mailing. Please send the copies to:

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In case the Clerk needs additional information, please provide requestor's:

Name \_\_\_\_\_  
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Note: Large orders may take several days. Thank you

6/12/2023