

## Riverside County Law Library Document Delivery Request Form

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Telephone:		Fax:	email:			
Address:			City/State/Zip:			
Citation	Case Name/Doo	cument or Item Titl	e			
	-	_	ocument Delivery service a proper a mpleted form to 951-368-0185	nd exact citation is required.  ●Bring or Mail completed form to library		
	How wou	ıld you like your re	quest delivered? (check boxe	s that apply)		
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	imail the document(s) if this option is available.					
	Hold the document(s) for pickup within two business days following notification they are ready.					
Rush (extra charge applies)						
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## Riverside County Law Library Document Delivery Request Form

Fees		(Staff Use Only)				
	# of Pages	Cost	Qty	Amount	Total	
<b>Delivery by Mail or Pick</b>						
From Book or	1-20 pages	\$10		X \$10		
Electronic Source	Pages over 20	\$1 per additional page		X \$1		
Delivery by Fax						
From Book or	1-20 pages	\$10 local		X \$10		
Electronic Source		\$20 long distance		X \$20		
	Pages over 20	\$1.25 per additional page, local		X \$1.25		
		\$2.25 per additional page, long distance		X \$2.25		
Delivery by email						
From Book	1-20 pages	\$10		X \$10		
	Pages over 20	\$1 per additional page		X \$1		
From Electronic Source	N/A	\$1 per additional page		X \$10		

All prices are per document. Examples of a single document: case, code section, Shepard's or Key Cite Report, journal article, specific page, paragraph or a chapter.

		Staff Use Only		
		Date completed		
1.	The Library will try to meet all requests in a timely manner. The Library makes no guarantee that all rush requests will be	Staff Member		
		Receipt #		
		Request Method	<ul><li>In person</li></ul>	
	fulfilled within the time requested. If the		o Mail	
	Library cannot fulfill a rush request the		o Fax	
	same business day, only standard service		o email	
	fees will apply.			
2.	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	Delivery Method	<ul><li>Pick up</li><li>Mail</li><li>Fax</li><li>email</li></ul>	
3.		Payment Method	<ul><li>Cash</li><li>Check</li><li>Credit Card</li></ul>	