

Law Library Materials

Request Number: _____

Time Received: _____

Date Received: _____

Time Completed: _____

PLEASE COMPLETE ONE FORM FOR EACH REQUEST

ACCOUNT NUMBER:

NAME _____ CLIENT REFERENCE NUMBER _____

COMPANY OR FIRM NAME _____

AUTHOR _____ CALL NUMBER _____

TITLE (or name of case) _____

COMPLETE CITATION (Include volume, name of journal or reporter, pages to be copied and date) _____

CHECK ALL THAT APPLY

Instructions:

- Regular Request (\$7.50 administrative fee per item + \$0.25/page, paper or Web copies; \$0.75/page, microform or fax).
- Same Day Request (\$10.00 administrative fee per item + per page charges).
- Rush Request* (\$15.00 administrative fee per item + per page charges).
- Interlibrary Loan (\$20.00 admin. fee per item; first class mail included. Circulating Law Library materials only).

DUE DATE:

Method of Delivery:

- Mail (\$1.00 per item)
- Express Mail—Carrier: _____
 Charge to Account: _____
- Hold for Pick-up (No Charge)
- Fax (see per page charges above)
- Web Delivery (No Charge) E-mail address required for notification: _____

Special Services:

- Book Retrieval & Hold (\$5.00 administrative fee per item).
- Off-Hour Rush* (\$25.00 administrative fee per item + page charges).
- Verification Service (\$5.00 fee minimum; \$5.00 per quarter hour)

*May be requested in person or by telephone only.

SALES TAX WILL BE COLLECTED ON COPY ORDERS AS APPLICABLE.

This Section for Office Use Only:

Administrative Fee	
_____ pp. @ \$. _____	
Subtotal	
Sales Tax	
Mail Charge	
Verification Fee	
TOTAL	

U C L A W E X P R E S S
Registered User Request Form