



CA Court Legal Service, LLC
El Dorado Hills, CA 95762

Office: (916) 530-2339

Fax: (916) 530-2289

Info@Cacourtlegalservices.com
Orders@CACourt-LegalServices.com
Website: www.CACourt-LegalServices.com

Mailing Address:
3385 Bass Lake Rd., Suite 100
El Dorado Hills, CA 95762

ORDER FORM - Record Retrieval & Certified Copy Mailing

Email: Orders@CACourt-LegalServices.com | Fax: (916) 530-2289

Submit with document list and any required authorization. Please wait for order confirmation.

CLIENT / MATTER INFORMATION

Order submitted (date / time)		Requested completion date / time	
Client / firm / department			
Contact / case manager		Phone / email	
Case name / parties			
Case / matter number		Client reference / PO number	

SERVICE REQUEST

☐ Record retrieval ☐ Certified copies ☐ Scanning / email ☐ Return mailing

Service level (choose one):

☐ Routine (3-5 days) ☐ Priority RUSH (24 hrs) ☐ On-Demand (same day)

Timing is subject to court / agency access and record availability. Mailing transit time is additional.

RECORD LOCATION / RETRIEVAL DETAILS

Court / agency / custodian			
Branch / division / contact			
Street address / suite			
City / county / state / ZIP		Custodian phone / hours / appointment	

DOCUMENTS / COPIES REQUESTED

List exact document titles, filing dates, docket entries, and number of copies of EACH document.

☐ Certified copies ☐ Plain copies ☐ Exemplified / other (specify below)

Copy quantities / certification type / date range / special instructions:



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RETURN MAILING / DELIVERY INSTRUCTIONS

Client / firm / case reference		Case number
Recipient / attention to		
Company / firm		
Mailing address line 1		
Address line 2 / suite		
City / state / ZIP (or APO / FPO)		Country / military postal details
Recipient phone / email		Required delivery date (if any)

Shipping preference (choose one):

- ☐ USPS standard ☐ USPS Priority ☐ USPS Priority Mail Express
☐ UPS ☐ FedEx ☐ Client-provided label ☐ Other (specify below)
☐ Tracking requested ☐ Signature on delivery ☐ Email scans before mailing

Carrier account / label attached / other method	Declared value / special shipping instructions
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AUTHORIZATION / FEES / SPECIAL INSTRUCTIONS

- ☐ Authorization attached ☐ Required ID attached ☐ Court / agency form attached

For restricted, medical, or business records, include the required release, subpoena, or other authority.

Authorized requester / relationship to case	Access restrictions / authorization reference
Quoted service fee / quote reference	Approved court / certification fees (maximum \$)
Approved shipping amount (maximum \$)	Total authorized amount (\$) / billing contact

- ☐ Contact me before exceeding approved amount ☐ Invoice to client / firm above

Additional retrieval / mailing instructions:

I authorize the requested services and costs up to the approved limits above.

Authorized name / signature (typed or signed)	Date
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Court, certification, travel, rush, and shipping costs are subject to confirmation. Carrier terms apply.
Do not enter payment card numbers or Social Security numbers. Use a secure channel for sensitive records.