

SUPREME COURT LAW LIBRARY
 417 S. KING ST., RM. 119
 HONOLULU, HI 96813
 TEL: (808) 539-4964 FAX: (808) 539-4974
 E-MAIL: LawLibrary@courts.hawaii.gov

REQUEST FOR DOCUMENT DELIVERY & CERTIFICATIONS

Name	Business/Firm		
Address			
Telephone	Fax	E-mail Address	Date

CITATION OR ITEM REQUESTED:

1. _____
2. _____
3. _____

If citations/items exceed 3 requests, attach additional sheets.

PREPAYMENT, OR PROOF OF PAYMENT, IN THE EXACT AMOUNT BY BUSINESS CHECK, CASHIER'S CHECK, or MONEY ORDER IS REQUIRED. MAKE CHECKS PAYABLE TO: *Supreme Court Law Library.*
*****AFTER SUBMITTING PROOF OF PAYMENT, MAIL PAYMENT TO:*****
Supreme Court Law Library, 417 S. King St., Rm. 119, Honolulu, HI 96813

COPIES TO BE MAILED:

Regular: \$ 0.15 per page + postage + \$2.00 handling
 Rush: \$ 1.00 per page (same day service if request & proof of payment are received by noon, HST)

COPIES TO BE SENT BY PDF ATTACHMENT (up to 25 pages for RUSH):

Regular: \$ 0.15 per page + \$2.00 handling
 Rush: \$ 1.00 per page + \$2.00 handling (same day service if request & proof of payment are received by noon, HST)

COPIES TO BE FAXED (up to 25 pages for RUSH):

Within Hawai'i: \$ 2.00/first page, \$1.00/each additional page
 Within U.S.: \$ 5.00/first page, \$2.00/each additional page
 International: \$10.00/first page, \$5.00/each additional page
 Rush surcharge: \$10.00 + per page cost (same day service if request & proof of payment are received by noon, HST)

CERTIFICATIONS:

Regular: \$ 5.00 per title + \$0.15 per page
 Rush surcharge: \$10.00 per title + \$0.15 per page (same day service if request & proof of payment are received by noon, HST)

<u>Copies</u>	<u>Cost</u>	<u>Total by Mail</u>	<u>Total by PDF</u>	<u>Total by Fax</u>
Regular copies _____ @	\$0.15 per page	\$ _____	\$ _____	
Rush copies _____ @	\$1.00 per page	\$ _____	\$ _____	
Postage		\$ _____		
Handling		\$ <u>2.00</u>	\$ <u>2.00</u>	
Faxed copies _____ @	\$ _____ first page			\$ _____
_____ @	\$ _____ add'l page			\$ _____
Rush Fax surcharge				\$ <u>10.00</u>
Total		\$ _____	\$ _____	\$ _____

Certifications

Copies _____ @	\$0.15 per page	\$ _____
Regular Service _____ Titles @	\$5.00 per title	\$ _____
Rush _____ Titles @	\$10.00 per title	\$ _____
Total		\$ _____

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. 37 C.F.R. § 201.14(b)