

WEST COAST LEGAL SERVICES

146 N. SAN FERNANDO BLVD. #216
BURBANK, CA 91502
T: (818) 845-5067 F: (818) 845-3881
Email: INFO@westcoastlegalservices.com
WWW.WESTCOASTLEGALSERVICES.COM

**DOCUMENT RETRIEVAL
ORDER FORM**

YOUR INFORMATION

Date: _____
Person Ordering Service: _____
Company Name: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Email: _____
Method of Payment: _____ Credit Card _____ Check Number _____
Credit card #: _____ CVV# _____ Exp: _____
Name on Card: _____

CASE INFORMATION

___ **RUSH** (24 hr. Extra Fee) ___ **STANDARD**

Case Number: _____ Your Ref # (if any): _____
Case Name: _____
Court Name: _____
Case type: Federal ___ State ___ Civil ___ Criminal ___ Other: _____
Request Type: ___ RUSH(Extra Fee) ___ Standard
Document needed to be: ___ Certified Copy (Extra) ___ Regular Copy
Documents Requested: (please provide document date, title or number if any)

Special Instructions:

