



MELISSA W. NELSON
 STATE ATTORNEY

REQUEST FOR PRODUCTION COPY CHARGES

Request Date: _____

DEFENDANT.: _____
 S.A. CASE NO.: _____
 CLERK NO.: _____
 DIVISION.: _____
 REQUIRED DEFENSE ATTORNEY EMAIL.: _____

COPY CHARGES (PAPER)	_____ Hour(s) @ \$12.50	\$
	_____ Page(s) @ \$0.15	\$
	_____ Postage if mailing (you will be contacted regarding the amount).	\$
	TOTAL	\$
AUDIO / VIDEO / CD COPY CHARGES	_____ Audio Tape(s) @ \$15.00 each + postage	\$
	_____ CD(s) @ \$20.00 each + postage	\$
	_____ DVD(s) @ \$20.00 each + postage	\$
	_____ Video Tape(s) @ \$20.00 each + postage	\$
	Postage if mailing (please include \$1.00)	\$
	TOTAL	\$
OTHER: (Specify)		\$
		\$
TOTAL AMOUNT DUE		\$

IMPORTANT: Please print this request form and deliver to the Duval County Courthouse room 4320 or mail with your cashier's check, money order or law firm check (no cash) payable to State of Florida and remit to State Attorney's Office 4th Judicial Circuit and mail to:

STATE ATTORNEY'S OFFICE 4TH JUDICIAL CIRCUIT
 311 WEST MONROE STREET
 JACKSONVILLE FL 32202

You will be notified via electronic mail when your request has been fulfilled and is being mailed or is ready for pick-up. If you have any questions, please contact County Court Paralegal, at 904-255-2683. If you fail to pick up your request within 2 weeks of notification, we will re-invoice you to include \$1.00 for postage prior to mailing you the CD or DVD.

Date completed by SAO _____