

**ELECTRONIC IMAGE BINDER REQUISITION FORM  
Second Judicial District Court**

	<u>QTY.</u>	<u>EA.</u>	<u>EXT.</u>
Compact Disc and Preparation		\$25.00	
Number of Pages (\$15.00 per every 75 pages)		\$15.00	
Administrative fee for preparation		\$50.00	
<b>TOTAL</b>			

*Note: Lowest possible cost for any case would be \$90.00 (IT labor to format, QA less than 75 pages, and CD).*

*At minimum, the Electronic Image Binder will be available within 8 business hours.. However, non-imaged cases may take longer. Cases that only exist on microfilm will not be available on CDROM... paper copies will need to be purchased.*

*Cash, cashier's check, money order, business check, local personal check with a valid Nevada identification card or driver's license (information on local personal check must match the information on the identification; i.e. same address and telephone number) are acceptable forms of payment.*

**Please make checks payable to the Second Judicial District Court.**

Number of copies ordered: \_\_\_\_\_

Case Number(s): \_\_\_\_\_

Case Title(s): \_\_\_\_\_

Requesting Party Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_  
Deputy Clerk

**FOR INTERNAL USE ONLY:**

\_\_\_\_ Requesting Party called for pick up of CD

\_\_\_\_ Date

\_\_\_\_ Clerk's initials