

Photocopy Requests:

Remotely

The public can print copies of electronic documents via PACER at a cost of \$0.08 per page. PACER is available to anyone who registers for an account. Please [click here](#) to register.

In Person

You may come to the court and request copies of electronic documents at a cost of \$0.50 per page. We accept cash, credit cards (Visa, MasterCard, Discover, American Express), checks, travelers checks, or money orders made payable to U.S. Courts.

Written Request

You may mail a written request and a photocopy fee of \$0.50 per page in the form of a check, travelers check, or money order made payable to U.S. Courts. Please include the case name, case number, and the title of the documents which you wish to have photocopied. In addition, please include your name, address, and telephone number. Mail your request to Clerk's Office USCA, Mail Remittance, 600 S. Maestri Pl., New Orleans, LA 70130 with a self-addressed stamped envelope.

Obtaining Page Counts

If you wish to obtain photocopies of court documents, but do not know the number of pages, call (504)310-7700. Please have the case number, case title, and description of document ready when you call. A member of the Clerk's office will give you a page count and postage estimate* for your self-addressed stamped envelope. The Clerk's office will not fax or e-mail copies to requesting parties.

Pages	Ounces	Estimated Postage	Envelope Size
1 - 5	1	\$.45	Letter
6 -10	1.2 - 1.8	\$.65	Letter
12 -15	2.0 - 2.6	\$.85	Letter
16 -18	3.0 - 3.3	\$1.05	9.5 x 12"
19 - 21	3.6 - 4.0	\$1.50	9.5 x 12"
22 - 27	4.2 - 5.0	\$1.70	9.5 x 12"
28 - 33	5.1 - 5.9	\$1.90	9.5 x 12"
34 - 39	6.1 - 6.9	\$2.10	9.5 x 12"
40 - 45	7.1 - 7.9	\$2.30	9.5 x 12"
46 - 51	8.0 - 8.9	\$2.50	9.5 x 12"
52 - 57	9.0 - 9.9	\$2.70	9.5 x 12"
58 - 60	10 - 10.3	\$2.90	9.5 x 12"

*These USPS rates are subject to change based on weight and size of envelope. For the most current rates, please to go www.usps.com.