

Certified & Exemplified Copies

Policy:

1. Certified and exemplified copies are established by Judicial Rule.
2. The fee for a certified copy includes a fee for each certification stamp.
3. The fee for an exemplified copy includes a fee for each exemplification stamp and judicial signature.
4. The photocopy fee is assessed for each page copied. Each side copied is deemed a page.
5. Exemplified statements may be in the form of a stamp applied to the document, or an additional sheet attached. If a stamp is used, it should be applied on the last page of the document.
6. If the certification/exemplification is for documents of a specific case, receipt to the case number on the payments screen using the miscellaneous payment option.
7. If the certification/exemplification is for documents which are not connected to a specific case, receipt to the miscellaneous payment option.