

## DOCUMENT DELIVERY POLICY

Staff is able to provide document delivery services for a fee. Guidelines for requesting service are as follows:

- Direct citation to case/code/secondary material
- Shepardizing of cases/codes/regulations
- Limited scope mediated online or print searches outside of direct citation retrieval.  
Search query must be provided by the person requesting the search.
- Requests are accepted by phone, email, in person or by mail.

Limitations of staff time, may affect the timeline for delivery. Staff cannot perform complex legal research nor does staff guarantee the accuracy or completeness of the information retrieved.