

INMATE'S REQUEST FOR DISBURSEMENT OF LEGAL COSTS

I, _____, _____, request the following for the
(Print Name) (ODOC Number)
purpose of securing legal redress per OP-030115:

_____ copies of the attached document, ☐ Legal Documents ☐ Legal Resource Center

(Description)

_____ copies of each of the _____ originals.

Total copies requested _____ x 25¢ each page: _____

_____ #10 plain white envelope(s), no return address, at 5¢ each _____

_____ Manila envelope(s), at 15¢ each _____

_____ First class postage _____

_____ Certified services to document initial filing in court _____

_____ Plain paper or blank forms (8 1/2" X 11" only), at 5¢ each _____

_____ Printing from computers at 25¢ per page _____

_____ Notary service, at \$1.00 per notarization _____

DISBURSEMENT TOTAL - \$ _____

I understand that in accordance with OP-030115, I will be charged for the above amounts and that this is also a request for disbursement of funds from my trust fund draw account. If I do not have enough funds to cover these costs related to court-imposed or rule-imposed deadlines, the amount will be collected as soon as funds become available.

Inmate's Signature/Date/Time

Law Library Supervisor's Signature/Date/Time

Date the requested services/items were provided: _____

Date the requested services/times were rejected and, if applicable, material returned to the requesting inmate. If rejected, state why for each service/item: _____

Law Library Supervisor Signature

Date/Time

Trust Fund Officer: \$ _____

Withdrawn from trust fund draw account

\$ _____

Balance due, to be collected as soon as funds become available in trust fund draw account (account debited)

Signature of Trust Fund Officer

Date/Time

Original: Trust Fund Officer
1st Copy: Inmate
2nd Copy: Law Library Files

DOC 030115A (R 06/22)