## FORMS REQUISITION

Use this requisition to order forms and pamphlets listed in the Forms Catalog or the Localized Forms Catalog only.

**Form Number and Name.** The form number and name are located in the bottom left corner of each form. You must provide the form number or your request cannot be filled. Be sure to include the part of the form number that indicates the court location if it is a localized form (i.e. DR-600 PALMER.)

**Quantity Ordered.** A "package" (pkg) contains approximately 100 forms. If you want less than 100, write in the number you want. Please do not order more than you expect to use within six months.

Do not use this form to request form changes or to request printing of forms that do not have form numbers. Use the ADM-500 *Form Request* instead (located in the back of the <u>Forms Catalog</u>). All orders must have a *complete* form number. Only emergency orders will be accepted by telephone or fax (fax # 907-264-8288).

			FOR SUPPLY USE ONLY		
Form Number	Form Name	Quantity Ordered	Quantity Issued	Other	Date Issued

## Explanation of Codes in "Other" Column

OL..... On list to be printed. Will send when available.

Elim ...... Form has been eliminated.

NL.....Not listed in Forms Catalogs.

No #..... No form number provided.

Ref..... Referred to (name of person).

ADM-320 ... Form sent to print shop. Will send when printed.

PL..... Print locally - available online.

## Issued By

## **INSTRUCTIONS**

Fill in the form online (be sure to save a copy for your files) and forward it by email by selecting the "SUBMIT" button at the top of the form. If you prefer, mail a copy of the completed form to:

Court Supply 820 W. 4<sup>th</sup> Ave. Anchorage, AK 99501

Name	
Location	
Phone No.	
Date	
E-mail	