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How to Read This Example

Email request for court records from the same and different boxes

- [1] Date:** Enter the date the request is submitted.
- [2] Record Group number:** Enter the agency's Record Group number.
- [3] Authorized requester:** The request must be submitted by a Records Officer or Authorized Agent whose authorization is current for the fiscal year.
- [4] Court names:** Write the official department and division names in full. For this example, enter "Family Court" as the Department and "Kent County" as the Division. Leave Section blank.
- [5] One fulfillment method:** Select only one method on each form. For email, provide the recipient's name and complete email address.
- [6] First requested record:** Identify the case and the specific document or tab requested. Include the case number and other distinguishing information needed to locate the record.
- [7] Second requested record from the same box:** Enter each requested document or tab on a separate line. Repeat the barcode, box number, and record series number on both lines.
- [8] Record from a different box:** Use a separate line and enter that record's own barcode and box number. Repeat the record series number when it is the same series.

Fields to leave blank

- Leave the yellow Archives Use Only fields blank.
- Leave Storage Facility blank unless directed otherwise by Delaware Public Archives staff.
- Do not check File Not Returning unless the record will not be returned to the State Records Center, such as a court-case expungement.
- The receipt and return signature blocks at the bottom apply to physical records and are left blank for an email request.

Names and identifying details shown in this example are anonymized.