

Stephen H. Grimes Law Library

Case Law Printing Policy

As a service to the public, the Stephen H. Grimes Law Library (hereinafter “Law Library”) accepts requests by mail or in person for printed copies of specifically identified case law. The requirements for use of this service are set forth below. Any questions regarding this service may be directed to the Law Library at 863-534-4013. Thank you for your patronage.

General Requirements for Mail or In Person Requests:

- The printing fee is twenty cents per page. The Law Library accepts cash or money order.
- All case law printing requests must be for specifically identified cases. Requests for case law on general topics will not be processed, as the Law Library will not perform legal research. An example of a request that will not be processed is... “Please print all recent cases referring to Miranda rights.”
- All case law printing requests must include the full case citation for the case(s) requested. To be considered a full case citation, the citation must include the case name, the published source, and a parenthetical indicating the court and the year of publication. If any part of the case citation provided by the requestor does not match the case found by the Law Library, the request will not be processed. An example of a full citation is Miranda v. Arizona, 384 U.S. 436,(1966).
- Printing requests will not be processed without pre-payment.

Additional Requirements for Mail Requests:

- These requirements are in addition to the above general requirements unless they conflict with the general requirements, in which case these requirements apply.
- Case law printing requests may be mailed to:

The Stephen H. Grimes Law Library
Post Office Box 9000
Bartow, Florida 33831-9000
- Case law printing requests will be processed once per week upon requestor’s compliance with all of the requirements set forth herein. Processing times may vary during times of high volume requests.
- All case law printing requests received by mail must include a self-addressed stamped

envelope. The self-addressed stamped envelope will be used by the Law Library to send the requestor a bill for printing the requested case(s). Requests will not be processed without a self-addressed stamped envelope unless the requestor is an inmate housed at the Polk County Jail, wherein the Law Library will utilize the interagency mail system to provide the requestor with the printing bill. If the requestor is an inmate housed at the Polk County Jail and provides a self-addressed stamped envelope, the self-addressed stamped envelope will be utilized by the Law Library to provide the requestor with the printing bill.

- Payment must be accompanied by a self-addressed stamped envelope unless the requestor is an inmate housed at the Polk County Jail, wherein the Law Library will utilize the interagency mail system to provide the requested case(s) to the requestor. If the requestor is an inmate housed at the Polk County Jail and provides a self-addressed stamped envelope, the self-addressed stamped envelope will be utilized by the Law Library to provide the requested case(s) to the requestor.
- If the case law printing request exceeds the payment received for the requested case(s), then the Law Library will only process and mail the paid portion of the request. The remaining portion of the request will be mailed once payment is received, subject to the above stated envelope requirements.
- If the payment received exceeds the case law printing request, the remaining funds will be returned to the requestor along with the requested case(s). The Law Library will not maintain an account for future printing.
- Requestors are forewarned that neither the Law Library, nor the Tenth Judicial Circuit Court of Florida, is responsible for funds or prints that are lost or stolen in the mail.