

REPRINTS AND PERMISSION REQUEST

JD-ES-209 Rev. 6-17

NOTE: All republished material must carry Judicial Branch credit. Unless specifically noted otherwise, all permission is given for one-time use only.

Requestor Identification

Name of requestor <i>(Last, first, middle initial)</i>		Date of request	
Organization/Agency/Division		Telephone number	
Street address		Fax number	
City	State	Zip	E-mail address

Request Description

- 1.) List the material that you are seeking to reprint:
- 2.) State the purpose and manner in which the material will be used:
- 3.) Describe the mission of the organization seeking permission:
- 4.) State whether the material requested will be used for commercial purposes and if so, in what manner:
- 5.) Will a profit be derived from the use of the copyrighted material?
- 6.) Will there be a charge for the product or program that includes the copyrighted material?
- 7.) If the requested material is to be placed in a publication, provide the name of the publication, and the context in which the material will appear:
- 8.) Will the requested material be published on a website or in other digital/electronic format? If so, is there a charge to use the website or other e-service?
- 9.) Estimated number of copies to be printed or produced. (*If Intranet, number of users*):
- 10.) Date(s) the material will be distributed: