OKLAHOMA COURT OF EXISTING CLAIMS
COPY REQUEST FORM

Rev.07/24/2025

FOR COURT USE ONLY

SUBMIT REQUEST FORM TO

Oklahoma Court of Existing Claims
ATTENTION: Copy Requests
1915 North Stiles
Oklahoma City, OK 73105-4918

COPIES TO BE RETURNED TO

Company Name: _____
Attention: _____ Telephone: (_____) _____
Address: _____
City/State/Zip: _____

FEE FOR FILES PULLED

PAID ☐
EXEMPT ☐

FOR EACH COURT FILE NUMBER YOU MUST:

1. Use a Separate Copy Request Form, and
2. Complete and Sign Part I of this form, if applicable, OR if not applicable, Complete and Sign Part II of this form and Include a $1 Search Fee.[1]

INQUIRIES

General Inquiries . . . Records Dept. (405) 522-8600
Records Management Dept. Supervisor . . . Katrina Stephenson (405) 522-8600

Claimant's Name	Date of Injury	WCC File No.

❒ **FORM A** Change of Physician	❒ **ORDER** Entered on _____/_____/_____
❒ **FORM 3** Employee's First Notice of Accidental Injury & Claim for Compensation	❒ **ALL ORDERS**
❒ **FORM 3A** Claimant's First Notice of Death & Claim for Compensation	❒ **ENTRIES OF APPEARANCE** ❒ **SUBSTITUTION OF ATTORNEY** ❒ **ATTORNEY WITHDRAWALS**
❒ **FORM 3B** Employee's First Notice of Occupational Disease & Claim for Compensation	❒ **ALL MEDICAL REPORTS**
❒ **FORM 3F** Employee's Claim for Benefits from the Multiple Injury Trust Fund	❒ **FORM 19** Request for Payment of Charges for Medical or Rehabilitative Services - Notice of Appeal of Administrative Order
❒ **FORM 9** Motion to Set for Trial ❒ **WITH ATTACHMENTS**	❒ **FORM 20** Proof of Loss (Death Claim)
❒ **FORM 10** Answer & Pretrial Stipulation Offered by Respondent ❒ **WITH ATTACHMENTS**	❒ **ENTIRE FILE** Files May Contain Duplicate Documents . . . BILLING IS FOR ALL COPIES, INCLUDING DUPLICATES
❒ **FORM 13** Request for Prehearing Conference	❒ **OTHER** (Specify)
❒ **Settlement Agreement** (Form CS-337, Form CS-339-A, Form CS-339-B, Other) ❒ **WITH ATTACHMENTS**	

PART I. STATEMENT OF EXEMPTION: By signing below, I affirm that I meet the requirements of an exemption from the written request and Search Fee requirements of Title 85 O.S. Section 372, as indicated below, and that the information sought is not requested for any non-exempt purpose; **provided, however, an employer or personnel service company claiming EXEMPTION #6 ALSO MUST COMPLETE PART II OF THIS FORM.** Please circle the number of the exemption that applies:

EXEMPTIONS

1. Requests made by a public officer or public employee in the performance of his/her duties on behalf of a governmental entity, or as may be allowed by law;
2. Requests made by an insurer, self-insured employer, third-party claims administrator, or a legal representative thereof, when necessary to process or defend a workers' compensation claim;
3. Requests made by a worker or worker's representative for the worker's claim information;
4. Disclosures made for educational or research purposes, in such a manner that the disclosed information cannot be used to identify any worker who is the subject of a claim;
5. Requests made by a health care or rehabilitation provider, or legal representative thereof, when necessary to process payment for services rendered to a worker;
6. Requests made by an employer or personnel service company where the worker executes a written authorization permitting the search and designating the employer or personnel service company as the worker's representative for that purpose. (The written authorization must be submitted with this form.)

Your Signature: _____ Printed Name: _____

Telephone No: (_____) _____ Address: _____ City: _____ State: _____ Zip: _____

PART II. COMPLETE THIS IF EXEMPTION #6 (ABOVE) IS CLAIMED OR IF NONE OF THE OTHER EXEMPTIONS LISTED ABOVE APPLY:
By signing below, I declare under PENALTY OF PERJURY that the information sought is not for a purpose in violation of any state or federal law. I understand I am required by law to disclose the person for whom this search request is being made, if different from myself. This search is being made for:

(Name and address of person for whom this search is being made, **IF OTHER THAN THE UNDERSIGNED.** Please PRINT.)

Name _____ Full Address _____

Your Signature: _____ Printed Name: _____

Telephone No: (_____) _____ Address: _____ City: _____ State: _____ Zip: _____

NOTE ➦ ➦ Please Return A Copy Of This Copy Request Form And Invoice With Your Check Made Payable To The Court of Existing Claims

Invoice No. _____ Invoice Date: _____

_____ COPIES @ $1.00 per copy (85 O.S., §370) = $_____

Total amount due: $_____

POSTAGE = $_____

[1] **NOTE: BY LAW, THE $1 SEARCH FEE, IF APPLICABLE, MUST ACCOMPANY THE COPY REQUEST WHEN MADE.**