



## **PLEASE READ THE FOLLOWING INSTRUCTIONS**

1. Call ahead to see if there is room for your records.
2. Do not tape these transfer sheets onto the boxes.
3. Arrange for the records to be placed in order among and within the boxes (preferably numerical order).
4. Please number the boxes and list those numbers on the transfer sheets.
5. Civil, criminal, and tax files do not have to be listed individually. Instead, list the box number, first file, and last file on each line of the transfer sheets. However, all missing files need to be listed individually.
6. In addition, list each transcript, deposition and PSI individually on separate sheets of paper.
7. List each miscellaneous file by its title on a separate sheet of paper.
8. For minute books and other volumes, list each in order. If there is more than one court of origin then use different transfer sheets.
9. Leave four (4) inches of space in the boxes. Don't overload or overstuff the boxes.
10. Use a 1.0 cubic foot box. (You can order them from the auditor). Use substitute boxes only with advanced approval.
11. Send a copy with the records and keep a copy for your future reference.
12. Cover up extraneous information on the boxes that are being re-used.
13. Use boxes and lids that are not torn or damaged (especially in the hand holds).