



DOCUMENT RESEARCH & RETRIEVAL



www.washingtonexpress.com

ABOUT US

Founded in 1981, Washington Express (WEX) is the region's largest logistics service offering complete legal filing and courier service to every courthouse and government agency in the Washington, DC metropolitan area. Our staff and legal couriers have extensive knowledge of all court and agency deadlines, locations, protocol and procedures.

Washington Express is a proud member of the ALA, LFVA, CLDA & USGBC

VALUE ADDED

- Same-day turnaround available if requested by 10am
- Digital scans or hard copy document retrieval
- Industry fastest retrieval turnaround times
- Flexible hourly billing by invoice or by credit card
- Serving 90 of the top 100 law firms in DC.
- Close to 40 years' legal logistics experience

OUR SERVICES

- Legal document retrieval
- Legal filings
- Courtesy copy delivery
- Service of process
- Local same-day courier

DOCUMENT TYPES

- Answers, Briefs & Complaints
- Due Diligence Reports
- Expert Witness Testimony
- International Court Retrieval
- Motions, Opinions & Transcripts
- Article Retrieval
- Authentications, Legalizations & Apostilles
- Insurance Commissions
- Library Copying/Reviews
- Open Records Acts, FOIAs & FOILS

PAST PERFORMANCE

Currently serving 90 of the area's 100 largest law firms and most Federal agencies.





PRICING & PARAMETERS

SERVICES	
Research and document retrieval	\$100/hour
Rush service (fee is in addition to transaction price)	+ \$50/hour
Electronic delivery	No charge
Overnight delivery	\$50
Photocopies	Actual costs (by agency)
Certification	Varies by jurisdiction
Fees disbursed and invoiced (layout fees)	\$15 or 15% (whichever is greater)
Transportation cost (out of area only)	\$75 / \$125 / + (dependent on mileage)

SERVICE PARAMETERS	
Standard Service	Delivered Next Day by COB
Rush Service (Same-Day)	Delivered Same Day by COB *must order by 10AM

COMMON RETRIEVAL SITES	
US District/Circuit Courts	Library of Congress Copyright Office
US Supreme Court	US Court of Appeals