



# Special Handling Request Form

## 1

### APPLICATION INFORMATION *(REQUIRED)*

- A Title of the Work *(as it appears on the application)*: \_\_\_\_\_
- B Name of Author(s) and Claimant(s) *(as they appear on the application)*: \_\_\_\_\_
- C Case Number / Service Request Number *(if known)*: \_\_\_\_\_

## 2

### JUSTIFICATION FOR SPECIAL HANDLING *(REQUIRED)*

- Pending or Prospective Litigation       Contractual/Publishing Deadlines       Customs Matter

## 3

### ADDITIONAL INFORMATION *(OPTIONAL)*

*To facilitate examination and location of your application and deposited materials, please provide as much of the following information as possible:*

- A A description of the deposit copy(ies), phonorecords, or identifying material submitted to the Copyright Office: \_\_\_\_\_
- B Date the Application was submitted to the Office: \_\_\_\_\_
- C Means of submission to the Copyright Office *(e.g., by electronic submission, hand delivery, first class mail, registered mail, certified mail, or private courier, etc.)*: \_\_\_\_\_  
Tracking number *(if applicable)*: \_\_\_\_\_

*If you are requesting special handling for the purpose of currently PENDING litigation, please answer the following:*

- D Are you (or your client) the  Plaintiff or  Defendant in the litigation?
- E Names of the Parties: \_\_\_\_\_  
Name of the Court: \_\_\_\_\_  
Docket Number: \_\_\_\_\_

## 4

### CERTIFICATION *(REQUIRED)*

*I certify that I am the author, copyright claimant, owner of one or more of the exclusive rights in the work, or the authorized agent of one of these parties.*

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Email)*

\_\_\_\_\_  
*(Phone)*

For more information on the eligibility requirements for special handling, please see the *Compendium of U.S. Copyright Office Practices*, **chapter 600**, section 623.