



LAND COURT DEPARTMENT OF THE TRIAL COURT Procedure for Ordering Reproductions of Survey Plans


- 1) Print your name, the company name, address, phone, and email address on the Print Order Form (see Appendix A).
- 2) Insert the date, plan numbers and types (if ordering more than two plans list them in numerical order).
- 3) Send the order request to the Survey Division of the Land Court by fax to:
(617)788-8954

or email to:

mohsen.ghahremani@jud.state.ma.us,
calvin.frank@jud.state.ma.us and copy
stephen.lamonica@jud.state.ma.us
- 4) The order request will be processed in the Survey Division and an invoice will be issued and returned by email.
- 5) Sign the invoice and send two copies of it with a check, payable to the "Land Court", for the total cost of the order. Mail to:

Land Court Survey Division
Three Pemberton Square, 5th Floor
Boston, MA 02108
Attn.: Print Orders
- 6) For plan orders required immediately, bring payment (cash, check, or major credit card) in person to the cashier on the 5th floor of the Land Court Department at the above address. Forward the receipt to the Survey Division by either mail/email/fax or request to have left in the Chief Surveyor's mail slot.
- 7) Upon receipt of payment, unless otherwise requested, PDF scans of the plan(s) ordered will be emailed back. Alternatively, if requested, prints will be mailed to the requester.

Appendix A – Print Order Form

LAND COURT SURVEY DIVISION		RECEIPT NO. _____			
NAME _____ ADDRESS _____ CITY _____ PHONE / EMAIL _____	DATE _____	<div style="border: 1px solid black; padding: 5px;"> <h3 style="margin: 0;">PRINT ORDER</h3> PREPARED BY: _____ </div>			
* CUSTOMER PLEASE READ * BE EXTREMELY CAREFUL WHEN IDENTIFYING PRINTS ORDERED. ONE LINE PER PRINT IDENTIFYING PLAN NO., TYPE AND QUANTITY					
CUSTOMER TO COMPLETE					
PLAN NO.	(X) CHECK ONE LINEN DECREE	QTY.	UNIT COST	COST	TOWN / REMARKS
TOTALS:					
Reference the Land Court "Procedure for Ordering Reproductions of Survey Plans"		CUSTOMER SIGNATURE: _____ Customer authorizes the Court to complete this transaction and that the customer agrees to pay <u>IN FULL</u> the amount due for this transaction.			
Cost: \$5.00 per linen plan \$1.00 per decree plan					