

**UNITED STATES BANKRUPTCY COURT  
NORTHERN DISTRICT OF CALIFORNIA  
San Francisco Division**

**COPY REQUEST FORM**

Copy Requests (under 100 pages) must be paid in advance and will be ***processed within a 72 hour time period***. All Large Copy Requests (exceeding 100 pages) may be referred to an off-site copy service (**Court's Website: Copy Service Notice**). Pricing will be provided to the customer prior to making the copies. Pricing for copies are as follows:

Photocopies for Physical Court Files:	\$0.50 per page
Printing Electronic Records (CM/ECF):	\$0.10 per page
Record Search:	\$30.00 per case
Archive and Retrieval From FRC:	\$53.00 per case
Certified Copies:	\$11.00 per document

**PARTY INFORMATION:**

**Date of Request:** \_\_\_\_\_ **Time of Request:** \_\_\_\_\_

**Company/Firm Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**CASE INFORMATION:**

**Bankruptcy Case Number:** \_\_\_\_\_ **Adversary Case Number** \_\_\_\_\_

**Case Name:** \_\_\_\_\_

**File retrieval:**      ☐ **Open**                      ☐ **Closed**                      ☐ **FRC**

Date	Document Number	Document Title	Paper or Electronic Document

***Additional Space on the reverse side***

**Request for:**              ☐ **Docket Sheet**              ☐ **Claims Register**

**Copies:**                      ☐ **U.S. Mail (self-addressed stamped envelope or Fed-Ex Acct. No.)**  
                                    ☐ **Pick-up In Clerk's Office**

**Pricing:**              **Number of Pages:** \_\_\_\_\_              **Cost:** \_\_\_\_\_

**Date Paid:** \_\_\_\_\_                      **Date Copies Completed:** \_\_\_\_\_

***Copy Request Form: Additional Space***

[illegible]