UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF CALIFORNIA
Santa Rosa Division

COPY REQUEST FORM

Date: _____

Requesting Party Name:_____

Address:_____

Telephone Number: ( )_____

Case Number: _____
Case Name: _____

Case File OPEN ☐ CLOSED ☐

File retrieved from FRC ☐ Fee to retrieve a record from the National Archives: $64.00

Documents to be copied:

Document No.	Document Title	Copy fee per page Electronic @ 10¢ Paper files @ 50¢	Certification @ $11.00 each

Records to be copied:

	Copy fee per page Electronic @ 10¢	Copy fee per page Paper files @ 50¢
☐ Case Docket		
☐ Claims Register		

All orders must be pre-paid before copy work is done. Cashier check, money order or law firm check is acceptable, if copies are to be returned via mail. Exact cash is acceptable if requests are made at the clerk office. **There is a $53.00 fee for checks returned for insufficient funds**.
Amount received with this order: $ _____

Copy service of less than 75 pages to be completed within 24 hours.
Copies exceeding 75 pages to be completed within 3 business days.

Paper copies to be returned by U.S. Mail ☐

Paper copies to be pick up at the clerk's office ☐

Eletronic copies to be sent via email ☐

(***Self Addressed Envelope with pre-paid postage must be included with your request***)

Email address:_____

PLEASE PRINT LEGIBLY