

UNITED STATES BANKRUPTCY COURT
 EASTERN DISTRICT OF VIRGINIA
 OFFICE OF THE CLERK
 1100 EAST MAIN STREET, SUITE 310
 RICHMOND, VIRGINIA 23219-3515

COPY SERVICE REQUEST FORM

FOR CASES FILED IN THE RICHMOND DIVISION BEFORE JANUARY 1, 2002 [Case Numbers YY-3XXXX]
 (paper-based files; documents not available online at court's web site: www.vaeb.uscourts.gov)

Instructions: Please complete this form in full and submit it to the Court. Orders received in Clerk's Office by 2:00 p.m. will be available for pick up by 10 a.m. the next business day. If file is not available, you will be notified.

Date of Request: _____ Name of Requestor: _____
 Case Name: _____ Company: _____
 Case No: _____ Address: _____
OR
 Adversary No: _____
 Telephone No: (____) _____ Fax No: (if requesting Fax service) _____

DOCUMENT DESCRIPTION

Please check (✓) documents to copy:

- | | |
|---|--|
| <input type="checkbox"/> Schedule A, B, C - List of Properties | <input type="checkbox"/> Petition (Two pages) |
| <input type="checkbox"/> Schedule A - Real Property | <input type="checkbox"/> Petition Package (Statement of Financial Affairs & Schedules A - J) |
| <input type="checkbox"/> Schedule B - Personal Property | <input type="checkbox"/> Notice of Meeting of Creditors (341 Notice) |
| <input type="checkbox"/> Schedule C - Exempt Property | <input type="checkbox"/> Chapter 11 - Disclosure Statement |
| <input type="checkbox"/> Schedule D, E, F - List of Creditors | <input type="checkbox"/> Plan |
| <input type="checkbox"/> Schedule D - Creditors Holding Secured Claims | <input type="checkbox"/> Debtor's Statement of Intent |
| <input type="checkbox"/> Schedule E - Creditors Holding Unsecured Priority Claims | <input type="checkbox"/> No Distribution Report |
| <input type="checkbox"/> Schedule F - Creditors Holding Unsecured Non-Priority Claims | <input type="checkbox"/> Discharge |
| <input type="checkbox"/> Schedules A through J | <input type="checkbox"/> Order Closing Case |
| <input type="checkbox"/> Statement of Affairs | <input type="checkbox"/> Entire File |
| <input type="checkbox"/> OTHER - Give Description: _____ | |

FEES

Copy Charge	\$26.00 per request + \$.16 per page
Fax Delivery of Copies (Local Telephone Number)	No additional charge (up to 20 pages can be faxes)
Fax Delivery of Copies (Long Distance)	Cost of Copies + \$ 1.00 per page (Up to 20 pages can be faxed)
Certification of Copies (Contact the Court- Use other form)	\$26.00 Search Fee (if not requested in person) + \$9.00 Certification fee+ \$.50/copy

PAYMENT OF FEES

Payment for services MUST be made at time of initial submission of request. The Court will accept: MasterCard, Visa, company check or money orders made payable to the court's copy service: DAVE JONES AND ASSOCIATES. (Certified Copy fees must be made payable to Clerk, U.S. Bankruptcy Court.)

TOTAL OF PAYMENT: \$ _____

Indicate payment method: Visa/Master Card Money Order Company Check (NOT TO EXCEED checks for \$50 accepted)
 (Check one) Type of card: _____ Name on Card: _____
 Expiration Date: _____ Card No: _____
 Bill to our DJA Account (Please ensure that the company name listed above is identical to the one in DJA records)

DELIVERY METHOD

Indicate how you want to receive the copies:

- Pick up** at Clerk's Office (If received at the Court by 2:00 p.m., it will be available the next business day by 10:00 a.m. *Requests not picked up within 10 days will be destroyed.*)
- Mail** it to the address provided above (A self-addressed, stamped envelope of adequate size and postage is attached to this request.)
- Via Fax** to the number listed above (Up to 20 pages can be faxed. See applicable charges under "Fees.")
- Overnight Service** (Federal Express or UPS package and pre-paid Air Bill is attached to this request.)

FOR OFFICE USE ONLY

Total # of copies _____ Date Received _____ Date Sent _____
 Copy Fee \$ _____ Date of Pickup Reminder _____