

**DIVISIONAL CLERK'S OFFICES
UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

Mailing Addresses:

Alexandria Division:

Office of the Clerk
U.S. Bankruptcy Court
200 S. Washington Street
Alexandria VA 22314-5405
Tel. (703) 258-1200

Richmond Division:

Office of the Clerk
U.S Bankruptcy Court
701 E. Broad St., Suite 4000
Richmond, VA 23219
Tel. (804) 916-2400

Norfolk and Newport News Divisions:

Office of the Clerk
U.S. Bankruptcy Court
600 Granby Street, Room 400
Norfolk, VA 23510-1915
Tel. (757) 222-7500

Locations:

Alexandria Division:

200 S. Washington Street
Alexandria, Virginia 22314

Newport News Division:

2400 West Avenue, Suite 110
Newport News, Virginia 23607

Norfolk Division:

400 Walter E. Hoffman U.S Courthouse
600 Granby Street, Room 400
Norfolk, Virginia 23510

Richmond Division:

701 E. Broad St., Suite 4000
Richmond, Virginia 23219

Hearing Requests:

Norfolk and Newport News Divisions:

Hearings before Judge Santoro (757) 222-7572

Hearings before Judge St. John (757) 222-7573

Available hearing dates for Judges under the *Chapter 13 Confirmation Hearings on Modified Plans* may be obtained by selecting the Norfolk and Newport News Divisions link under the Court Calendar button on the Court's website at www.vaeb.uscourts.gov.

Richmond Division:

Available hearing dates for Judges under the *Motions Day Practice and Chapter 13 Confirmation Hearings on Modified Plans* may be obtained by selecting the Richmond Division link under the Court Calendar button on the Court's website at www.vaeb.uscourts.gov.

For other hearings before Judge Tice (804) 916-2442

For other hearings before Judge Huennekens (804) 916-2441

Alexandria Division :

Available hearing dates for Judges under the *motions day practice* may be obtained by dialing 703-258-1200, ext. 7, or by selecting the Alexandria button/bar on the Court's website at www.vaeb.uscourts.gov, or by picking up a schedule of the available hearing dates in the Intake area of the Clerk's Office.

Available hearing dates on *Motions For Relief From Stay* may be obtained by selecting the Alexandria button/bar on the Court's website at www.vaeb.uscourts.gov, or by picking up a schedule of the available hearing dates in the Intake area of the Clerk's Office.

Hours of Operation:

The Clerk's Offices are open between 9:00 a.m. and 4:00 p.m., weekdays except legal holidays.

NOTE: *No receipts will be issued after 4:00 p.m*

Filing with the Court:

A. Parties with Legal Representation: All cases filed with the clerk's office on and after January 1, 2002, by parties with legal representation, must be filed electronically with the Court's CM/ECF System either via the Internet or submitted on 3.5-inch computer diskettes in specified formats. You may obtain further information from the Court's Internet Home Page at www.vaeb.uscourts.gov under "ECF Case Information.". A party with legal representation may file a "Request for Waiver to File Conventionally" form requesting to be excused from filing a document(s) on a disk due to the attorney's financial constraints and inability to access the equipment necessary to comply with the requirement. The "Request for Waiver to File Conventionally" form is available at the Intake counters of each division of the Court and is posted in PDF at the "Bankruptcy Forms" link to the Court's Internet Home Page – www.vaeb.uscourts.gov.

B. Parties without Legal Representation: Parties without legal representation may make filings by paper.

C. Cases Filed Conventionally (on paper) prior to January 1, 2002: Cases which were filed conventionally (on paper) prior to January 1, 2002, will continue to be administered by paper through closing. Registered participants may effect filings via the Internet in all cases and proceedings presently pending or closed, filed conventionally prior to January 1, 2002.

Obtaining Information from the Court:

A. By Telephone: Telephone inquiries will be responded to by the Clerk's Office between 9:00 a.m. and 4:00 p.m. Monday through Friday, except legal holidays. Information regarding a specific case may be directed to the case administrator handling the case, as determined by the last two digits of the case number. Information concerning calendaring of hearings or trials should be directed to the courtroom deputy for the Judge assigned to the particular case. All requests for appointments with the Judge should be directed to the Judge's Judicial Assistant.

By Voice Case Information System (VCIS): Information on a particular case filed in the Eastern District of Virginia may be obtained 24 hours a day by calling the court's computerized Voice Case Information System at (800) 326-5879.

B. By Electronic Public Access (EPA/PACER): To access the Court's Case Management/Electronic Case Filing (CM/ECF) database, a PACER login and password is required. If you have a PACER dial-up login, you may use that login to access CM/ECF. If not, registration is required to access. You will not be assessed a fee for obtaining a PACER account, but an access fee of \$.08 per page, with a maximum charge of \$2.40 per document, has been approved by the Judicial Conference of the United States for access to this service. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440. Further information may be obtained by selecting "PACER" on the court's web site at www.vaeb.uscourts.gov.

D. By Internet: You may contact the court's web site at www.vaeb.uscourts.gov to obtain general information about the District, Filing Statistics, Fees, Local Bankruptcy Rules, Bankruptcy Forms, Bankruptcy Online Support for frequently asked questions, etc.

E. Through Mail: Information which cannot be obtained over the telephone requires a written inquiry.

1. **Search Fee.** A search fee of \$26.00 is charged for each written inquiry. Checks should be made payable to "Clerk, U.S. Bankruptcy Court" and should accompany the written request.

2. **Photocopy Charge.** Photocopy requests will be filled by the Court's copy service. In **Alexandria** and in **Norfolk/Newport News**, contact: Creative Assistant at (757) 624-9990. In **Richmond**, contact the court at (804) 916-2400.

F. Archive Retrieval. Closed cases are retained for a very short period of time (one or two months) from the date of closing before they are shipped to the National Archives and Records Administration (NARA) in Philadelphia, Pennsylvania. Information on the options available for retrieving a file or obtaining photocopies from NARA is available under the **Bankruptcy Forms** link on the court's web site at www.vaeb.uscourts.gov.

G. Bankruptcy Online Support. Answers to a variety of general questions are stored in our solution database under the **Bankruptcy Online Support** link, which can be accessed from the court's web site at www.vaeb.uscourts.gov. There is no case specific data in this database, but there are many frequently asked questions that describe how to find case specific data from links on our main Internet site. Search by topic, keywords, or phrases.

H. Reference to specific case(s). The request for information or other services must refer to a specific case or cases. More sweeping inquiries fall in the area of research that the Clerk's Office cannot undertake. For example, the Clerk's Office could not respond to the following request: "Please report all chapter 11 bankruptcy cases filed in the last 50 years in which the debtor was a farmer."