

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA
OFFICE OF THE CLERK**

Date of Request _____
Case Name _____
Case No. _____
AP No. _____

Name of Requestor _____
Address _____
Telephone No. (____) _____

Request for Certified Copies or Government Agency Photocopies

Check one: **Certified Copies. Identify document(s) to be certified:** _____
\$9.00 per document plus \$.50 per page copy fee
 Search Fee - \$26.00 if request made other than in person

For the above items, make check payable to **Clerk, U.S. Bankruptcy Court. Amount Due \$** _____

The above document requests are normally completed and available for pickup after **10:00 a.m.** the next business day following the date of request. **Please indicate at the bottom of this form your preferred method for receiving these documents upon completion of your request by the Clerk's Office.**

[PHOTOCOPY REQUESTS FOR GOVERNMENT AGENCIES ONLY: *Will be processed within two business days following request]*

| Document Description | Date Filed | Entry Number | Number of Pages |
|--------------------------------|------------|--------------|-----------------|
| Petition | | | |
| Schedules | | | |
| Statement of Financial Affairs | | | |
| 341 Meeting Notice | | | |
| Discharge | | | |
| No Distribution Report | | | |
| Chapter 13 Plan | | | |
| | | | |
| | | | |
| | | | |

_____ To be mailed. A self-addressed, stamped envelope of adequate size is attached to this request.

_____ To be picked up at the Clerk's Office. **Requests not picked up within 10 days will be destroyed.**

FOR OFFICE USE ONLY:

Date Requestor Notified: _____ Amount Paid: _____ Date Paid: _____

Date Mailed/Picked Up: _____

If picked up at Clerk's Office: Date Received: _____ Signature of Requestor/Agent: _____