

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

Date of Request \_\_\_\_\_

Name of Requestor \_\_\_\_\_

Case Name \_\_\_\_\_

Case No. \_\_\_\_\_

Address \_\_\_\_\_

or

AP No. \_\_\_\_\_

Telephone No. (\_\_\_\_) \_\_\_\_\_

**COPY REQUEST FORM**  
for Online (Electronic) and Paper-based Case Files, Certified Copies,  
or Government Agency Photocopies in paper-based Case Files

**FEES:**     **Search Fee**  
                  \$34.00 if request made other than in person

**Copy Fee**  
                  \$.50 per page

**Certified Copies. Identify document(s) to be certified:** \_\_\_\_\_  
                  \$12.00 per document plus \$ .50 per page copy fee

Make check payable to **Clerk, U.S. Bankruptcy Court.**   Amount Due \$ \_\_\_\_\_

Please submit this form to the Clerk’s office. If received at the Clerk’s Office by 2:00 p.m., together with payment of appropriate fees, document requests within **electronic cases** are normally completed and available for pickup after **10:00 a.m.** the next business day. Document requests in **non-electronic cases** will be processed and/or available for pickup within two business days following receipt of request if file is located at the court. If file is not available, you will be notified by telephone at the number listed above. **Please indicate below under “Delivery Method” your preferred method for receiving these documents upon completion of your request by the Clerk’s Office.**

| <b><u>DOCUMENT DESCRIPTION</u></b>   |                          |                             |                            |
|--|--------------------------|-----------------------------|----------------------------|
| <i>Please check ( X ) documents to copy:</i>                                       | <b><u>DATE FILED</u></b> | <b><u>DOCKET ENTRY#</u></b> | <b><u>NO. OF PAGES</u></b> |
| _____ Petition _____   | _____                    | _____                       | _____                      |
| _____ Schedules _____  | _____                    | _____                       | _____                      |
| _____ Statement of Financial Affairs _____   | _____                    | _____                       | _____                      |
| _____ Notice of Meeting of Creditors (341 Notice) _____                            | _____                    | _____                       | _____                      |
| _____ Discharge _____  | _____                    | _____                       | _____                      |
| _____ No Distribution Report _____   | _____                    | _____                       | _____                      |
| _____ Order Closing Case _____   | _____                    | _____                       | _____                      |
| _____ Chapter 13 Plan _____  | _____                    | _____                       | _____                      |
| _____ Petition Package _____<br>(Statement of Financial Affairs & Schedules A – J) | _____                    | _____                       | _____                      |
| _____ Entire File _____  | _____                    | _____                       | _____                      |
| _____ OTHER – Give Description: _____  | _____                    | _____                       | _____                      |

**DELIVERY METHOD**

**Pick up** at Clerk’s Office (*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.)

**Overnight Service** (Federal Express or UPS package and pre-paid Air Bill is attached to this request.)

**FOR OFFICE USE ONLY**

Total # of copies \_\_\_\_\_     Amount Paid: \$ \_\_\_\_\_     Date Paid: \_\_\_\_\_     Receipt #: \_\_\_\_\_  
 Search Fee \$ \_\_\_\_\_     Copy Fee \$ \_\_\_\_\_     Certified Copy Fee \$ \_\_\_\_\_  
 Date/Time Request Received: \_\_\_\_\_     Date Picked Up/Mailed: \_\_\_\_\_