

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

_____ **Division**

**REQUEST FOR FILE FROM
FEDERAL RECORDS CENTER**

Please complete this form. You will be advised, in writing (*or by telephone if you request*), by this office when the file has been received from the Federal Records Center located in Philadelphia, Pennsylvania.

The cost is \$64 for retrievals involving one box of records. For retrievals involving multiple boxes, \$39 for each additional box. For electronic retrievals up to 100 pages through SmartScan, \$10 Judiciary fee plus a \$9.90 flat rate pull charge and \$0.65 per page collected on behalf of the FRC (Federal Records Center).

Make check payable to "Clerk, U.S. Bankruptcy Court." This fee must be paid before the file(s) will be requested.

DEBTOR _____

CASE NUMBER _____ **DATE CLOSED** (*if known*) _____

NAME OF REQUESTING PARTY _____

ADDRESS _____

PHONE NUMBER DURING BUSINESS HOURS _____
(*If you wish to be called when the file is received.*)

For Clerk's Office Use Only: SmartScan Request

Accession No. _____ Date Ordered _____

Location No. _____ By Whom _____

Box No. _____ Electronic _____ Manual _____

Date File Received _____ Date Requestor Contacted _____

Date File Returned _____