



BANKRUPTCY COURT DROP BOX INFORMATION FORM

NOTICE:

- The Bankruptcy Court Clerk's Office intake counter is closed. The public may use the drop box to deposit filings and payments.
- Clerk's Office staff retrieve documents from the drop boxes at 9:00 a.m. each business day.

Date: _____

Case Name: _____

Case Number(s) (if applicable): _____

Company/Firm: _____

Name/Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

CASHIER'S CHECK/MONEY ORDER ENCLOSED Yes _____ No _____

PERSONAL CHECKS FROM DEBTORS AND CASH NOT ACCEPTED

- **IMPORTANT** - Please ensure the following:
 - ✓ Case caption and, if applicable, case number clearly identified on document(s).
 - ✓ Documents have been signed.
 - ✓ If a document is being filed by pro se litigant, please complete and sign the form titled: Certification Under Local Bankruptcy Rule 2090-1 and submit with your document.