

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF FLORIDA
www.flsb.uscourts.gov

PLEASE REPLY TO:

- 51 S.W. First Ave., Room 1517, Miami, FL 33130, (305) 714-1800
- 299 E. Broward Blvd., Room 112, Ft. Lauderdale, FL 33301, (954) 769-5700
- 701 Clematis St., Room 202, West Palm Beach, FL 33401, (561) 514-4100

ARCHIVES REQUEST FORM

This form is used to request and retrieve archived personal, corporate and/or adversary proceeding cases from the Federal Records Center in East Point, Georgia to the clerk's office

The file you have requested has been archived at the Federal Records Center in East Point, GA. There is a \$45.00 retrieval fee payable in advance. Payment by money order or check must be made payable to Clerk, U.S. Court. DO NOT SEND CASH THROUGH THE MAIL. The files are usually received within two weeks after the request has been processed. You will be notified of the arrival of the file via telephone or email. Files are automatically returned to the Federal Records Center in Georgia two weeks after their arrival.

SECTION A: FOR COMPLETION BY REQUESTOR (Please Print)

Requested by: _____ Date: _____

Address: _____ Email: _____

Phone: () _____

File Information

Case number: _____ Name: _____

Reason Requested:

Review File: ___ court; ___ claims; ___ DIP; ___ ballot; ___ Adv.

Obtain copy of _____

Other _____

Make sure you have enclosed fee.

SECTION B: FOR CLERK'S OFFICE USE ONLY

Accession #021- - _____ Loc. # _____ Box # _____

Request verified by _____ Date ___ / ___ / ___ Amount Paid \$ _____ Receipt # _____ Clk _____

Express Acct# _____ Requested from FRC ___ / ___ / ___ by _____ RMS changed

Date Rec'd ___ / ___ / ___ Notified via Email telephone forward to _____ division

Comments:

Request No. _____