

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF FLORIDA**  
[www.flsb.uscourts.gov](http://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
- 1515 North Flagler Drive, Room 801, 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The file you have requested has been archived at the Federal Records Center in Ellenwood, GA.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.

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**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.**

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**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. \_\_\_\_\_