

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

PLEASE REPLY TO:

- 301 N. Miami Ave., Room 150, Miami, FL 33128, (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 Ellenwood, 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The file you have requested has been archived at the Federal Records Center in Ellenwood, GA.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 \$64.00 retrieval fee payable in advance for one box. Retrievals involving multiple boxes is \$39.00 for each additional box. 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: _____
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File Information

Case number: _____ Name: _____
Adv. No.: _____
Applicable docket/claim entry number(s): _____
Document/Claim Description: _____

“MAKE SURE YOU HAVE ENCLOSED FEE”

SECTION B: FOR CLERK'S OFFICE USE ONLY

Accession # 021 - - _____ Loc. # _____ Box # _____ SmartScan Yes No
Request verified by _____ Date ____ / ____ / ____ Amount Paid \$ _____ Receipt # _____ Clerk _____
Express Acct# _____ Requested from FRC ____ / ____ / ____ by _____ RMS changed
Date Rec'd ____ / ____ / ____ Notified via Email telephone forward to _____ division
Comments: _____ Request No. _____