# UNITED STATES BANKRUPTCY COURT SOUTHERN DISTRICT OF FLORIDA

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**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The file you have requested has been archived at the Federal Records Center in Ellenwood, GA.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

$70.00 retrieval fee payable in advance for one box. Retrievals involving multiple boxes is $43.00 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.

If the document is 100 pages or less, not sealed, restricted or requiring certification then it may be retrieved via SmartScan in Adobe Portable Document Format (PDF) via email. The service fee per document is $11.00 (Judiciary Administrative Fee) + $9.90 (FRC Fee) + $ 0.65 per PDF page. If your request is available through SmartScan, and would like to receive the document via email, we will contact you prior to processing the retrieval with the exact amount owed.

## SECTION A: FOR COMPLETION BY REQUESTOR (Please Print)

Requested by: Date: Address: Email:

Phone: ( )

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.

LF-88 (rev. 12/01/23)