

**U.S. Bankruptcy Court  
Eastern District of California**

**FILE REQUEST CARD**

**INSTRUCTIONS:**

**A separate form must be completed for each case you want to review.**

1. Type the information requested in Part I below and print the form. [Note: The information you enter in Part I will also appear in Part II on the printed form.]
2. Bring the entire completed form with you to the file window in the lobby of the appropriate divisional Clerk's Office.

**DO NOT use a single form to request files in more than one case.**

---

---

**PART I** — FILE WINDOW COPY

---

---

Date: \_\_\_\_\_ Case Number: \_\_\_\_\_ Case Name: \_\_\_\_\_

Files Requested:

- Parent Case                       Current Volume                       All Volumes
- Claims                                       Other (specify) \_\_\_\_\_
- Adversary Proceeding Number \_\_\_\_\_
- Motion Number \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_

-----

---

---

**PART II** — OUT CARD COPY

---

---

Date: \_\_\_\_\_ Case Number: \_\_\_\_\_ Case Name: \_\_\_\_\_

Files Requested:

- Parent Case                       Current Volume                       All Volumes
- Claims                                       Other (specify) \_\_\_\_\_
- Adversary Proceeding Number \_\_\_\_\_
- Motion Number \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_