

IV. FILING YOUR COMPLETED FORMS

Bankruptcy petitions, pleadings, and other papers may be submitted for filing by mail or in person at the Clerk's Office public counters. All three Eastern District of California Bankruptcy Clerk's Offices are open from 9:00 a.m. until 4:00 p.m. on all days except Saturdays, Sundays, and legal holidays. The addresses and public telephone numbers for each divisional office are indicated below. Mail all correspondence for the Sacramento and Fresno Divisions to the street addresses shown. Correspondence and claims for the Modesto Division should be mailed to the appropriate post office box.

Sacramento Division

U.S. Bankruptcy Court
U.S. Courthouse
501 I Street, Suite 3-200
Sacramento, CA 95814
(916) 930-4400

Modesto Division

U.S. Bankruptcy Court
1130 12th Street, Suite C
Modesto, CA 95354
(209) 521-5160

P.O. Box 5276 (*correspondence*)
P.O. Box 5376 (*claims*)
Modesto, CA 95352

Fresno Division

U.S. Bankruptcy Court
2656 U.S. Courthouse
1130 O Street
Fresno, CA 93721
(559) 498-7217

(Although there is a bankruptcy court in Bakersfield where bankruptcy hearings are periodically held, there is no staffed Bankruptcy Clerk's Office in Bakersfield.)

In the Sacramento and Fresno Divisions, documents may additionally be tendered for filing by placing them in a document depository. In Sacramento, the document depository is located outside the entrance to the courthouse at 501 I Street. The Sacramento Division's document depository is accessible twenty four hours per day, seven days per week. The Fresno Division's document depository is located outside the entrance to the Clerk's Office (Room 2656) on the second floor of the courthouse at 1130 O Street. In Fresno, the document depository is accessible between the hours of 6:00 a.m. and 6:00 p.m., Monday through Friday (except legal holidays). The Clerk's Office does not accept documents for filing by facsimile.

After completing and assembling the original and all copies of your bankruptcy papers, mail or deliver them to the appropriate divisional Clerk's Office with your filing fee payment or completed application to pay fees in installments. The Clerk's Office will "FILED" stamp and return one copy of your bankruptcy papers to you. If you mail your papers or tender them for filing by placing them in a document depository, please include a self-addressed, stamped envelope of sufficient size for return of your "FILED" stamped copy by mail.