

**OFFICE OF THE CLERK  
U.S. BANKRUPTCY COURT  
EASTERN DISTRICT OF CALIFORNIA**

**GUIDELINES PERTAINING TO REQUESTS FOR EXEMPTION FROM PAYMENT OF THE  
ELECTRONIC PUBLIC ACCESS FEE PRESCRIBED BY ITEM (I) OF THE ELECTRONIC  
PUBLIC ACCESS FEE SCHEDULE**

Effective October 1, 2007

The following guidelines apply to all requests for exemption from payment of the electronic public access fee prescribed by Item (I) of the Electronic Public Access Fee Schedule (effective September 18, 2007).

1. A request for exemption from payment of the electronic public access fee prescribed by Item (I) of the Electronic Public Access Fee Schedule shall be made by written motion in compliance with Local Bankruptcy Rule 9014-1, either using the Court-approved form *Motion for Exemption from Payment of the Electronic Public Access Fees Prescribed by Item (I) of The Electronic Public Access Fee Schedule (EDC 3-960 (Rev. 10/01/07))*, or other document that provides all of the information, and is supported by the evidence, required by the court approved form.
2. Motions for exemption from payment of the electronic public access fee shall comply with the general requirements of form set forth in Fed.R.Bankr.P. 9004(a) and (b) and Local Bankruptcy Rule 9004-1(a), and shall include the movant's name, address, telephone number, email address, PACER account login name, California State Bar identification number, if applicable, and certification under penalty of perjury that the statements and information set forth in the motion and supporting documents is true and correct to the best of his/her knowledge, information, and belief.
3. Because individual qualifications provide the basis for granting an exemption from payment of the electronic public access fees, each PACER user must separately request and satisfy the necessary criteria themselves to qualify for an exemption from payment. Exemptions will apply to *qualified, individual* PACER users only and will not extend to other PACER users within the same firm or office.
4. Motions for exemption from payment of the electronic public access fees shall be accompanied by any required supporting documentation.
5. The burden of proving a party's entitlement to an exemption from payment of electronic public access fees rests with the party.
6. Motions shall include the movant's acknowledgment and agreement that data, dockets, reports, and documents obtained using a fee exempt account are, in the case of a trustee, for use only in connection with performance of their duties as a bankruptcy trustee, and in the case of a Resolution Advocate, are for use only in connection with performance of their duties as a Resolution Advocate and will not be sold for profit, transferred, or otherwise provided to third parties.

7. A proposed Order Granting Exemption from Payment of the Electronic Public Access Fees Prescribed By Item (I) of the Electronic Public Access Fee Schedule (EDC 6-960 (Rev. 10/01/07)) completed by the movant shall be submitted with the motion for exemption from payment of the fees.
8. The original plus one copy of the motion, proposed order, and any documents offered in support of the motion shall be directed to *Richard G. Heltzel, Clerk, U.S. Bankruptcy Court, Attention: EPA Fee Exemption, 501 I Street, Ste. 3-200, Sacramento, CA 95814.*
9. Upon receipt, the motion and supporting documentation will be reviewed for completeness and compliance with these guidelines, and forwarded to the Chief United States Bankruptcy Judge for disposition. In the event of questions concerning the completeness, accuracy or veracity of the documents submitted, the Court may hold a hearing on the motion.
10. Exemptions from payment of electronic public access fees will be granted for a definite period of time (generally 12 months). PACER users who continue to qualify for an exemption from payment fees at the end of the exemption period shall file a new request for exemption based upon their qualifications at that time.