

Office of the Clerk
U.S. Bankruptcy Court
Eastern District of California

Guidelines for the Electronic Submission of Certified Copy Requests
Revised May 20, 2009

1. Registered electronic filers (e-filers) may use the electronic filing (e-filing) system to submit requests for certified copies of documents.
2. A separate letter or memo shall be submitted for each case or proceeding in which certified copies are requested.
3. Electronically submitted requests for certified copies shall be in the form of a letter or memo in PDF format that includes the requestor's name, address, and telephone number, as well as the following information for each requested document:
 - a. The captioned bankruptcy case number and debtor's(s) name(s) and, if applicable, the adversary proceeding number, plaintiff's name, and defendant's name;
 - b. The docket control number, if any;
 - c. The exact title of the document to be copied and certified;
 - d. The "Filed" date shown on the document to be copied and certified; and
 - e. If known, the document number assigned to the document when it was entered on the docket.
4. Certified copy requests shall be submitted **AFTER** the original documents have been entered on docket. Requests for certified copies received before the original documents have been docketed will not be processed. To obtain certified copies, the requestor will have to submit another request after entry of the documents on docket.
5. Instructions for using the e-filing system to electronically submit requests for certified copies are as follows:
 - a. Log-on the e-filing system.
 - b. Select the **Single File Upload** method of upload.
 - c. Select the Filing Type **Miscellaneous Documents (Other)** from the pick list.
 - d. Enter the bankruptcy **Case Number** (format YYYY-NNNNN), the **Adversary Proceeding Number** (YYYY-0NNNN), if applicable, and the **DCN**, or Docket Control Number (DDD-NNN), if any.
 - e. Select the Document Type **Request for Certified Copy** from the pick list.
 - f. Browse for and select the **File** containing the PDF memo or letter requesting the copies. This will add it to the **List of Files to be Uploaded**.
 - g. Click **Continue**. Confirm your submission and then click **Submit documents listed above to the court**.
6. The e-Filing system will automatically route electronically submitted requests for certified copies to the appropriate Clerk's Office staff for processing. The fees prescribed by the Bankruptcy Court Miscellaneous Fee Schedule (currently \$.50 for each page copied and \$9.00 for each document certified) will be handled as an account receivable. The next time you log-on the e-Filing system, you will be notified that payment is required. The amount shown as "currently due" will include the fees for the certified copy, as well as any other accumulated charges due the Clerk's Office.
7. Certified copies will be sent by U.S. mail to the requestor in printed form.