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

Guidelines for the Electronic Submission of Certified Copy Requests

March 1, 2005

1. Beginning March 1, 2005, registered electronic filers (e-filers) with current, valid credit card information "on file" may use the electronic filing (e-filing) system to submit requests for certified copies of documents.

2. Certified copies 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.

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. A separate letter or memo shall be submitted for each case or proceeding in which certified copies are requested.

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 **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. Choose the **File** containing the PDF memo or letter requesting the copies, add it to the **File Upload List** and **Submit Uploaded Files**.

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 charged to the requestor's credit card using the credit card information "on file" for them with the Clerk's Office.

7. Requests for certified copies electronically submitted by e-filers with no credit card information "on file," or with expired or otherwise invalid credit card information "on file," WILL NOT BE PROCESSED. The requestor will be asked, instead, to request the copies in printed form and to pay the fees by cash, check or money order. To place credit card information "on file," or to update the credit card information "on file" for them, e-filers must complete and return the Credit Card Authorization Form (EDC 2-304) available on the court's web site.

8. Certified copies will be sent by U.S. mail to the requestor in printed form.