

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

Guidelines for the Electronic Submission of Certified Copy Requests

Revised November 10, 2016

1. Registered electronic filers (e-filers) may use the electronic filing (e-filing) system to submit requests for certified copies of documents.
2. EDC Form 1-200 shall be submitted in PDF format for each case or proceeding in which certified copies are requested.
3. 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.
4. Instructions for using the e-filing system to electronically submit requests for certified copies are as follows:
 - Log in to the e-filing system.
 - Select the **Single File Upload** method of uploading documents.
 - Select the Filing Type **Certified Copy Request** from the pick list.
 - Enter the **Bankruptcy Case Number** (format YYYY-NNNNN), the **Adversary Proceeding Number** (YYYY-ONNNN), if applicable, and the **DCN**, or Docket Control Number (DDD-NNN), if any.
 - Select the total number of pages for the entire document that you want certified from the drop-down menu, and browse for and select the **File** containing the EDC Form 1-200 that requests the copies, in PDF Format. This will add it to the **List of Files to be Uploaded**. Click **Continue**.
 - Answer the question on the next screen by selecting **Yes** or **No** from the drop-down menu, and click the **Continue**.
 - The final submission screen will include the document that you uploaded as well as another pdf, which is for the court's internal use. Click **Submit documents listed above to the court** to submit your request.
5. The e-Filing system will automatically route electronically submitted requests for certified copies to the appropriate Clerk's Office staff for processing.
6. Certified copies will be sent by U.S. mail to the requestor or third party, as requested on EDC Form 1-200. In the alternative, parties may indicate on the form that they wish to pick the copies up at a divisional office of their choosing.