

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF CALIFORNIA
325 West F Street, San Diego, California 92101-6991

PRESENT SLIP TO RECEIVE FILE

1. Completed charge slip must be presented prior to obtaining files. No more than 5 cases will be released at one time. Bankruptcy numbers may be obtained by reviewing the index listings or the microfiche.

BK = Bankruptcy Case

BC = Bankruptcy Complaint

2. All requests for copy work must be in writing using form CSD 1526. There is a charge of \$0.50 per page for providing copies of case papers, payable at the time the request is received by this office.

3. WE ARE REQUIRED BY LAW TO ISSUE A RECEIPT FOR ANY MONEYS OR CHECKS TENDERED FOR OUR SERVICES. PLEASE BE SURE YOU RECEIVE THAT RECEIPT AND THAT IT IS FOR THE CORRECT AMOUNT.

4. All requests for copy work in excess of 10 pages will be completed at the convenience of the Court, normally within 2 business days following receipt of the request. Requests for expedited copies must be approved by the Chief Deputy Clerk.

5. When your research is completed, please return file to clerk.

ALTERATION OR MUTILATION OF FILES, OR ADDING TO OR REMOVING FILE FROM THE OFFICE OF THE CLERK WITHOUT PERMISSION IS A FELONY UNDER TITLE 18, UNITED STATES CODE §152.

PLEASE COMPLETE THE FOLLOWING

DATE: _____

REQUESTOR'S
NAME: _____
[Print Name]

PHONE NO: _____

ADDRESS: _____
[Street]

_____ [City, State, ZIP]

SIGNATURE: _____

FILES REQUESTED:

Proceedings File Claims File

RS File No. _____ Operating Report File

NAME OF DEBTOR: _____

CASE NO: _____

COMPLAINT NO: _____