

**UNITED STATES BANKRUPTCY COURT - WESTERN DISTRICT OF NEW YORK**  
**Request for Clerk's Certificate or Certified Copy of Document**

(Part 1, Required)

Request By: \_\_\_\_\_ Phone #: (     ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Debtor Name: \_\_\_\_\_ Case Number: \_\_\_\_\_ Chapter: \_\_\_\_\_

**Item(s) Requested: (Part 2, Required)**

- \_\_\_\_\_ Certificate of Search - \$11.00
- \_\_\_\_\_ \*Certificate of Abandonment (Chapter 7 cases, if 11 USC 554(c) elements satisfied) - \$11.00  
Property Address: \_\_\_\_\_
- \_\_\_\_\_ \*Certified Copy – Order of Abandonment - \$11.00 plus 50 cents per page  
Property Address: \_\_\_\_\_
- \_\_\_\_\_ \*Certified Copy - Discharge Order - \$11.00 plus 50 cents per page
- \_\_\_\_\_ \*Certified Copy - Dismissal Order - \$11.00 plus 50 cents per page
- \_\_\_\_\_ \*Certified Copy – 522(f) Order - \$11.00 plus 50 cents per page
- \_\_\_\_\_ \*Certified Copy - Docket - \$11.00 plus 50 cents per page
- \_\_\_\_\_ \*Certified Copy - Other - \$11.00 plus 50 cents per page: \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_

\*If case file is stored with Federal Records Center, \$64.00 retrieval fee due for first box, \$39.00 for additional boxes.

**Please choose a form of payment: (Part 3, Required)**

\_\_\_\_\_ **Credit Card via pay.gov. [Signature is Required.]** I hereby authorize the U.S. Bankruptcy Court for the Western District of New York to charge my Electronic Case Filing account for payment of fees, costs, and expenses which are incurred by the delivery of the services requested above. I will receive an email indicating that the service is ready and that my account has been charged. I understand that I will have 48 hours to pay the fee, or my Electronic Case Filing account will be locked until payment is received.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature**

\_\_\_\_\_ **Credit Card.** Accepted at the Intake Counter in the Buffalo & Rochester Offices. Credit transactions will not be accepted from current debtors.

\_\_\_\_\_ **Check or Money Order.** Personal checks will not be accepted from current debtors.

\_\_\_\_\_ **Cash.** Accepted in the Buffalo Office only (Exact change required). Do not send cash in the mail.

**Trustees:**

\_\_\_\_\_ Certificate of Trustee Intent to Sell. Circle One: Public Auction or Private Sale  
Property: \_\_\_\_\_

\_\_\_\_\_ Certificate of Trustee Intent to Abandon.  
Property: \_\_\_\_\_

\_\_\_\_\_ Certificate of Trustee Appointment.