

ELECTRONIC FILING GUIDE

Certified Copy Request

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May 25, 2022

GUIDE FOR REQUESTING A CERTIFIED COPY

Attorneys and trustees may electronically request a certified copy of a document or text entry filed in CM/ECF and pay for the certified copy through their individual PACER account. All certified copy fees are due the day the request is made.

1. ELECTRONICALLY FILING THE REQUEST FOR CERTIFIED COPY IN CM/ECF.

Under Bankruptcy or Adversary go to:

Other

Enter the Bankruptcy/Adversary Case Number.

Next

Select the event "Request for Certified Copy."

Next

Display: Use this event to request certified copies of a document or text entry.

Next

Next

Display:

**REMINDER - you must select a category below.
If not sure which category to select, highlight all and click Next.
On the following screen, you will be able to select the document.**

Select the category to which your event relates. For example, if you want a certified copy of an order, select the "order" category.

Next

Select the docket entry to be certified.

Next

How many certified copies would you like? Enter a number.

Next

Enter the total dollar amount due (number of copies times \$11.00).

Next

Final docket text:

Request for 1 Certified Copy(s) (related document(s) [16] Order on Motion to Convert Case from Chapter 7 to 11). Fee due \$11.00.

Next

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- 2. PAYMENT OF THE CERTIFIED COPY FEE.** The fee for the certified copy must be paid with a debit or credit card or by ACH debit payment.

Summary of current charges		
Date Incurred	Description	Amount
2021-12-14 13:49:15	Request for Certified Copy(18-40001) [crditcrd,ccpd] (11.00)	\$ 11.00
		Total: \$ 11.00

A screen will pop up with a summary of unpaid charges.

You have the option to Pay Now or Continue Filing. When you click Pay Now, the Internet Payment Due screen appears. You may select all or check which fees you wish to pay.

Select all			
Check Fees to Pay	Date Incurred	Description	Amount
<input checked="" type="checkbox"/>	2021-12-14 13:49:15	Request for Certified Copy(18-40001) [crditcrd,ccpd] (11.00)	\$ 11.00

You will be redirected to your individual PACER account to complete the transaction for payment of the certified copy fee.

Review the Internet Payment Guide under the "CM/ECF & PACER" tab on our website for further information.

- 3. DELIVERY OF THE CERTIFIED COPY.** The certified copy will be mailed to the requester after the certified copy fee has been paid.