

UNITED STATES BANKRUPTCY COURT
DISTRICT OF UTAH

REQUEST FOR SHIPMENT OF ARCHIVED FILE

The Federal Records Center (FRC) serving the District of Utah is located in Denver, Colorado. After a period of time, all closed bankruptcy cases and proceeding files are stored at the FRC. To request that a file be shipped here from the FRC, please complete this form. There is a fee of \$45 per file for this service. Please note:

- a. A separate request is required for each file ordered.
- b. The \$45 fee is charged for each file ordered and must be paid when the order is placed. This fee is non-refundable.
- c. You will be notified when the file is received (usually one to two weeks after ordering).
- d. Unless the Court orders otherwise, the file will remain here for two (2) weeks. After that time, it will be returned to the FRC even if you have not examined it.
- e. The file may be examined in Room 301, 350 S. Main Street, Salt Lake City, Utah, between 8:00 a.m. and 4:30 p.m. any weekday except holidays.
- f. Altering or removing a document from a bankruptcy file is a federal crime.
- g. We cannot accept personal checks from debtors; however cashier's checks or money orders are acceptable.

Debtor Name: _____

Bankruptcy Case No.: _____ Adversary Proceeding No.: _____

Requested by: _____

(Name)

(Street Address)

(City, State & Zip)

(Telephone)

Do not complete below; for office use only:

Accession No.: _____

Date \$45 paid: _____

Box No.: _____

Deputy Clerk: _____

Locator No.: _____

