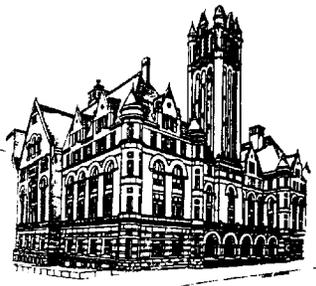


*Christopher L. Austin
Clerk*



*United States Bankruptcy Court
Eastern District of Wisconsin
Office of the Clerk*

*126 U.S. Courthouse
517 E. Wisconsin Ave.
Milwaukee, WI 53202-4581
414-297-3291
FAX 414-297-4040
www.wieb.uscourts.gov*

The following options are available to view case files retired to the Federal Records Center:

OPTION #1 CLERK'S OFFICE ORDERS THE FILE, REQUESTOR MAKES COPIES

- ▶ The fee to request a case file from the Federal Records Center is \$45.00.
- ▶ Fill out the attached form and return to a deputy clerk.
- ▶ The requestor may make copies of the file for \$.25 per page at the copy machine located in the public area of the file room.
- ▶ Certified copies are \$9.00, per certification.

OPTION #2 CLERK'S OFFICE ORDERS THE FILE, A DEPUTY CLERK MAKES COPIES

- ▶ The fee to request a case file from the Federal Records Center is \$45.00.
- ▶ Fill out the attached form and return to a deputy clerk.
- ▶ A deputy clerk will make the copies at \$.50 per page.
- ▶ Certified copies are \$9.00, per certification.
- ▶ All fees must be paid at the time of requesting the file.

OPTION #3 REQUESTOR GOES TO THE FEDERAL RECORDS CENTER TO VIEW A FILE

- ▶ The clerk's office will provide the requestor the box, accession and location numbers for the case file, free of charge.
- ▶ The requestor then schedules an appointment to view the case file at the Federal Records Center, located in Chicago, IL. Contact the Federal Records Center at 773-948-9000, to schedule an appointment.
Note: you must obtain the box, accession and location numbers from the Bankruptcy Clerk's Office prior to contacting the Federal Records Center.

REFUND POLICY

- ▶ The Bankruptcy Clerk's office **will not** refund the retrieval fee of \$45.00 if the fee has been received by the cashier.
- ▶ If the Federal Records Center cannot locate a file, \$19.00 of the \$45.00 retrieval fee may be refunded. \$26.00 of the \$45.00 is non-refundable as this fee will be applied to the search for records.

The file you have requested, case number _____ is to due arrive in our office in approximately two weeks. Please call (414) 297-3291 extension 3209 on _____, to confirm if the file has arrived from the Federal Records Center. Files retrieved from the Federal Records Center are retained by this office for a period of two weeks. If you are unable to view the file in that time period, please call and we can make arrangements to hold the file for a longer period of time.