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UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS
CERTIFIED COPIES REQUEST FORM

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Please be sure to include the **case number**, **debtor(s) name, docket entry number**, and **name** of the document you need certified to ensure the clerk's office provides you with the correct documents.

The clerk's office cannot certify copies made by another entity. Copies for any certifications **MUST** be made by the clerk's office.

Please fill in ALL information in order for your request to be processed.

Requestor's Mailing Address: (NOTE: Please include a self-addressed, stamped envelope for return of certified copies.)
Name:_____ Address:_____ Phone Number:_

Case No.	Debtor(s) Name:	Docket No.	Name of Document

You may bring your request in person, or you may mail it to the clerk's office. Your request **will not** be processed until payment for your order is received.

Please include a firm check, cashier's check, or money order, made payable to Clerk, U.S. Bankruptcy court with your request. Personal checks are accepted from a Debtor in the following instances only: Debtor has been discharged, or case has been closed.