

**United States Bankruptcy Court
District of New Mexico**

PO Box 546
Albuquerque, NM 87103-0546
(505) 348-2500

COPY REQUEST

Copies are 50 cents per page. After receipt of payment, the Clerk's Office will process the request within two business days.

Date: _____ Requester: _____ Phone: _____

Address: _____ E-Mail Address: _____

Method of payment: Cash Check¹ Credit Card Blanket Authorization on file Credit Card²

	<u>Bankruptcy Case or Adversary Proceeding Name</u>	<u>Case Number</u>	<u>Document number or document title and date filed</u>	<u>Number of pages</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

FOR COURT USE ONLY

Number of _____ copies x \$.50 per copy = \$_____. Date Paid: _____ Receipt #: _____

CREDIT CARD PAYMENT (keep form for 60 days)

Cardholder: _____ Requester: _____

BLANKET AUTHORIZATION: Is Requester an authorized user? Yes . Charge to card on file.

No . Speak to authorized user or cardholder. Authorized by (name) _____

SINGLE USE AUTHORIZATION (where card is not presented in person):

TYPE: MasterCard Visa Discover American Express Diners Club **EXPIRES:** _____

Authorized by (name) _____ on (date) _____

¹Checks must be payable to U. S. Bankruptcy Court Clerk. Debtors in pending cases who have not been discharged may not pay by personal check or credit card; please pay by money order or cashiers check or cash (amount remitted must be exact; the Clerk's Office does not make change).

²Credit cards: with blanket authorization, we will call you to inform you of the total amount due; without, we will call (1) to inform you of the total amount due; (2) to obtain credit card information; and (3) to obtain the name of the person authorizing charges for this request.