



**United States Bankruptcy Court
District of New Mexico
Office of the Clerk
Norman H. Meyer, Jr., Clerk of Court**

October 10, 2003

Notice to Practitioners No. 2003-10

New Off-site Copy Center Contractor

Effective October 15, 2003, copy services for the Court will be provided off-site by **Albuquerque Legal**. A summary of the services offered by the copy center and the procedures we will follow begins on the next page (you may wish to post this information in your office).

Questions or comments about the operation of the copy center contractor may be directed to Margaret H. Armendariz, Procurement Specialist, at 505-348-2442, or via e-mail at margaret_armendariz@nmcourt.fed.us.

NORMAN H. MEYER, JR.
Clerk of Court

United States Bankruptcy Court Off-site Copy Center Contractor as of 10-15-03

Albuquerque Legal

500 Copper Avenue NW, Suite G-101

Albuquerque, NM 87102-3150

Telephone: 505-766-9500

Facsimile: 505-246-8289

E-mail: alegal1@qwest.net

Contacts: Dan Sawyer, Cindy Lujan, John Perry

Services offered	Unit	Cost
1. Make copies of documents from court files	Per page	\$.10
2. Return copies by courier delivery <u>in addition to actual courier fee cost</u>	Per delivery	\$ -0-
3. Return copies by local fax	Per fax	\$.12
4. Return copies by long distance fax	Per page	\$.75
5. File document received via fax with Clerk	Per filing	\$.25
6. Fulfill rush copy request (for 50 or fewer copies, within one hour of receipt of request; for more than 50 pages, within two hours of receipt of request)	Per filing	\$ -0-

Customers, please note: The prices for the services listed above are maximum prices. Charges for other services are set by Albuquerque Legal and are not covered by the terms of this contract.

How to request copies and other services:

- ☎ Submit request via telephone (505-766-9500)
- ✉ Send request via e-mail (alegal1@qwest.net)
- 📠 Send request via facsimile (505-246-8289)
- 📍 Complete copy request form in person at the Bankruptcy Court Clerk's Office (500 Gold Avenue SW, Tenth Floor, Albuquerque, New Mexico)
- 📍 Complete copy request form in person at vendor's place of business (500 Copper Avenue NW, Suite G-101, Albuquerque, New Mexico)

Telephone callers to the Bankruptcy Court Clerk's Office who inquire about copies are given the copy center's telephone number. Copy request forms completed at the Bankruptcy Court Clerk's Office are immediately faxed to the copy center.

Turnaround Time

For open files and closed files located in Albuquerque, place your order by 12:00 noon and it will be ready by 12:30 pm the following day. If your order is placed between 12:00 noon and 4:00 pm, it will be ready by 4:30 pm the next business day.

For closed files located in Denver, once the file retrieval fee is paid (\$35.00 as of July 1, 2001; **\$45.00 as of November 1, 2003**), the file will be ordered from Denver within one business day. The file is usually received from Denver within 2 weeks and will be provided to the copy center the same day for the above turnaround times.

Rush copy requests of 50 or fewer pages are fulfilled by the copy center and provided to the customer in the manner agreed upon within **one hour** of receipt of the request. Rush copy requests of more than 50 pages are fulfilled by the copy center and provided to the customer in the manner agreed upon within **two hours** of receipt of the request.

Documents received via fax for filing with the Clerk by 11:30 am are presented to the Clerk for filing by 12:30 pm on the same business day, unless other arrangements have been made with the customer. Documents received via fax for filing with the Clerk by 3:00 pm are presented to the Clerk for filing by 4:00 pm on the same business day, unless other arrangements have been made with the customer.

Customers have the option of having the copy center place the appropriately-prepared filing (with any necessary fees) in the Court's drop box before 8:00 am on the next business day, which will result in the filing's being file-stamped as of 12:00 midnight on the preceding business day.

For emergencies, customers should be aware that New Mexico Bankruptcy Local Rule 5005-4(a) provides that any party may, **upon a showing of good cause, and with prior judicial approval**, file any paper by facsimile to a court facsimile machine. (To obtain approval, contact Judge Starzynski's chambers at 505-348-2420 or Judge McFeeley's chambers at 505-348-2525.)

Methods of Payment

The copy center accepts cash, checks, money orders, cashier's checks and credit cards (American Express, Mastercard, and Visa). Arrangements may also be made for customer billable or prepaid accounts.

Options for Picking Up or Receiving Copies

Unless charges are paid in advance or the customer has a billable or prepaid account, copies must be picked up at 500 Copper Avenue NW, Suite G-101, in Albuquerque. If charges are paid in advance or the customer has a billable or prepaid account, the copies may be picked up at the Bankruptcy Court Clerk's Office, 500 Gold Avenue SW, Tenth Floor, in Albuquerque. Copies may also be sent via facsimile or courier (see charges above) or by mail (with the addition of extra postage and any required postal fees).