

United States Bankruptcy Court

District of New Mexico

Office of the Clerk

421 Gold Avenue SW, Third Floor

P. O. Box 546

Albuquerque, New Mexico 87103-0546

MICHAEL M. SHEPPARD

Clerk of Court

Telephone

505 - 248 - 6500

September 28, 1998

Notice to Practitioners

Court Closing at 2:45 pm Friday, October 2

The court will close at 2:45 pm on Friday, October 2, 1998, so that court staff and practitioners may attend the swearing-in ceremony for Judge James S. Starzynski. The ceremony is set for 3:00 pm and will be conducted in the sixth floor ceremonial courtroom at the Federal Building and United States Courthouse at 421 Gold Avenue SW.

Credit Card Blanket Authorization Form

The clerk's office accepts credit card charges as follows:

1. With the in-person signature of the cardholder;
2. With the written authorization of the cardholder for a specific charge, which is confirmed by telephone;
3. With the in-person signature of an authorized user of the card for a specific charge, which is confirmed by a telephone conversation with the cardholder; or
4. With the written authorization of the cardholder for any charges requested by specifically-authorized individuals according to a blanket authorization on file with the clerk.

The form for providing blanket authorization for use of a credit card is reproduced on the reverse of this notice.

MICHAEL M. SHEPPARD, Clerk

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Notice to Practitioners

**Credit Card Blanket Authorization Form
Payment of Fees for Electronically-filed Documents**

Reproduced on the reverse of this notice is a form for your use in providing the clerk with blanket authorization for use of a credit card for payment of court fees. The form includes an option for you to obtain an authorization code for use in electronically filing papers which require a fee.

Effective October 1, 1998, the clerk's office will accept credit card charges as follows:

1. With the in-person signature of the cardholder;
2. With the written authorization of the cardholder for a specific charge, which is confirmed by telephone;
3. With the telephone approval of the cardholder for use of the card for a specific charge by a person designated by the cardholder; or,
4. With the written authorization of the cardholder for any charges requested by specifically-authorized individuals according to a blanket authorization on file with the clerk.

Use of options 2 or 3 requires the cardholder to be available to provide telephone authorization for use of the credit card; option 4 allows the clerk to comply with your request to charge a fee to a credit card without calling for confirmation.

If you have any questions, please contact Debra J. St. John, financial administrator, at 505-248-6512.

MICHAEL M. SHEPPARD, Clerk

UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW MEXICO

CREDIT CARD BLANKET AUTHORIZATION FORM

I, the undersigned Cardholder, authorize the United States Bankruptcy Court for the District of New Mexico to charge the credit card listed below for payment of fees, costs and expenses incurred by myself or persons who are listed below. **Please destroy the previous authorization.**

Cardholder name *as it appears on the card*: _____

Card number: _____ Expiration date: _____

Type: **American Express** **Diners Club International** **Discover Card** **Mastercard** **Visa**

Names of individuals authorized to use account number listed above for payment of fees, costs and expenses:

Signature of Cardholder

Date Authorized

Law Firm or Practitioner Name: _____

Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Instructions for Cardholder:

1. **Attach a readable copy of the front and back of the credit card to this form.** Forms submitted without readable photocopies of the credit card will be returned unprocessed.
2. **Sign and date the form.** Forms submitted without the cardholder's signature or date authorized will be returned unprocessed.
3. **Do not fax this form to the clerk's office.** Hand-deliver or mail this form to INTAKE, United States Bankruptcy Court, 421 Gold Avenue SW, Room 316 (POB 546), Albuquerque NM 87103-0546.
4. This form will be kept on file in the clerk's office and will remain in effect until specifically revoked in writing by the cardholder or superseded by an authorization form with a more recent authorization date.
5. Submit a new form, **with photocopies of the front and back of the card attached**, when
 - you make changes to authorized users
 - you are issued a new card with a new expiration date
 - you are issued a new card for *any other* reason (e.g., such as re-issued card due to stolen or lost card, change in card type, card issuer, cardholder, etc.)
6. The clerk's office will use the authorization form with the most recent "Date authorized," and destroy earlier authorizations (including photocopies of cards).
7. The clerk's office will place receipts in the filer's pick-up box or mail them to the address on the filed papers.

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The court will close at 2:45 pm on Friday, October 2, 1998, so that practitioners and court staff may attend the swearing-in ceremony for Judge James S. Starzynski.

The ceremony will be held at 3:00 pm on Friday, October 2, in the United States District Courtroom, 6th floor, Federal Building and United States Courthouse, 421 Gold Avenue SW, Albuquerque.

A reception following the ceremony will be held in Judge Starzynski's chambers on the 2nd floor.

Please make arrangements to schedule your use of the clerk's office for early in the day on Friday, October 2. As always, the drop box at the northwest corner of Gold Avenue and Fifth Street is available for filing.

MICHAEL M. SHEPPARD, Clerk