

Requesting Copies of Documents Not Available on PACER

May 14, 2020

Copies of documents in bankruptcy or adversary cases may be obtained for a fee of \$0.50 per page if you provide the Clerk's office with case number and document numbers you need. If you do not know the case number or document number, we must also charge a search fee pursuant to the [Bankruptcy Court Miscellaneous Fee Schedule](#) for each item searched.

To request a copy of a document from the clerk's office –

- Contact us by email at ecftrain@alnb.uscourts.gov and provide:
 - Case number and debtor's name
 - Document number(s)
 - Phone number where you can be reached.

We will contact you by phone or email after we obtain billing information for the desired copies.

- Call our Birmingham Clerk's office at 205-714-4000 and provide:
 - Case number and debtor's name
 - Document number(s)
 - Phone number where you can be reached.
 - Email address where PDF copies may be sent.

We will let you know the billing information for the copies requested.

- Visit one of our divisional offices located in Anniston, Birmingham, Decatur, or Tuscaloosa.

We can mail or email you a copy of the requested document(s) after we receive a check made payable to **Clerk, U.S. Bankruptcy Court** for the copy fee (and search fee if a search is performed). Please include a self-addressed, stamped envelope when sending your check.

Note: If copies are requested by the debtor, payment must be made in the form of a money order or cashier's check.