

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF TENNESSEE  
WESTERN DIVISION**



**GENERAL INFORMATION**

**JED G. WEINTRAUB,  
CLERK OF COURT  
(901) 328-3500**

**LOCATION -**

**U. S. BANKRUPTCY COURT  
200 JEFFERSON AVE., STE 413  
MEMPHIS, TN 38103**

**COURTROOMS - 6<sup>TH</sup> & 9<sup>TH</sup> FLOORS**

**MEETING OF CREDITORS  
HELD IN ROOM 175**

**OFFICE HOURS -**

**MONDAY THROUGH FRIDAY  
8:30 A.M. - 4:30 P.M.**

For your convenience, a DROP BOX is provided in the hallway on the east side of the fourth floor. Any item placed in this box between the hours of 4:30 p.m. and 8:00 a.m. the next day, will be removed from the box at 8:01 a.m. and marked "Filed" as of the previous day.

Files may be reviewed in Room 413, subject to availability. Docket information may be reviewed by utilizing the public computers located in the Intake lobby, Room 410, or the Records lobby, Room 413. Copies of any file document may be requested in Room 413 at a cost of \$.50 per page. Copies of any docket sheet may be printed out by the public in Room 410 or Room 413 at no charge. The charge for a certified copy of any document is \$7.00. The charge for exemplification of any document is \$14.00.

As a general rule, a filing party should present an original and one copy of any document to the Intake Clerk in Room 410. The court will keep the original and the copy will be returned for your file.

Copies of many forms may be obtained in Suites 410 and 413, including:

Local Rules	Proof of Claim (blank)
Subpoenas (blank)	BK Court Fee Schedule
Trustee Panel	Order & Notice of Hearing
Attorney Change of Address Form	

If you need a form that is not listed above, please call to see if it can be provided by the Court.

#### **TELEPHONES -**

To speak with a Court representative call the general information line, **(901) 328-3500**, then press '1' for the Voice Case Information System; '3' for Chapter 13 case information; '4' for Chapters 7, 11, and 12 case information; '5' for courtroom staff; '6' for the Records Department; '7' for the Intake Department; or '8' for Procurement.

If you need information regarding a Chapter 13 plan (commonly referred to as Wage Earner), such as where to make payments, payment amounts, balances, etc., please contact the Standing Chapter 13 Trustees' Office at (901) 576-1313. Proofs of Claim for Chapter 13 cases should be filed with the Standing Chapter 13 Trustees at 200 Jefferson Ave., Suite 1113, Memphis, Tennessee 38103. For further information you may access the Chapter 13 Trustees' web site at <http://personal.mem.bellsouth.net/mem/c/h/ch13mem>

If you need a continuance regarding a Meeting of Creditors, please contact the case trustee listed on the Meeting of Creditors notice. If you do not have the name of the case trustee, you may obtain this information from VCIS.

#### **AUTOMATED CASE INFORMATION -**

**VCIS - (901) 328-3509**

**(Voice Case Information System) -**

VCIS is available to the general public 24 hours a day and allows you to call the Bankruptcy Court's computer from any touch-tone phone and obtain: case number, name of debtor, filing date, chapter, debtor's attorney, trustee, assigned judge, status (dismiss/discharge/closed dates), meeting of creditors date, and asset status - on any particular case filed after 07/01/94 (or any previous case still open as of 07/01/94.) New data is posted to the VCIS database within 24 hours of entry on court docket.

## **PACER (Public Access to Court Electronic Records) -**

There are two methods by which PACER may be accessed:

(1) **PACER** allows any user with a personal computer or word processor and a 2400 or higher baud modem to dial the court computer and retrieve official case docket information in less than a minute. The cost for the service is \$.60 per minute. To register for access to this system, call the PACER Service Center at 1-800-676-6856.

(2) **Web PACER** - Internet access to official case docket information is now available at [pacer.tnwb.uscourts.gov](http://pacer.tnwb.uscourts.gov). To register for access to this system, call the **PACER** Service Center at 1-800-676-6856.

A copy of the PACER registration form may be obtained from the Court's web site at [www.tnwb.uscourts.gov](http://www.tnwb.uscourts.gov) (see Electronic Access).

## **CLOSED CASE INFORMATION -**

Cases that have been closed for 3 months are forwarded by this court to the Federal Records Center in Atlanta for storage. Copies of any document from such a file may be obtained in two ways:

If you are not sure which documents you need, or would like to review the file before copies are made, you may place an order at the Records Counter in Room 413 to have the file returned to this office. There is a \$35.00 fee for this service. You will be contacted by telephone when the file is received by this office (or by mail if an address was provided.) Upon review of the file, copies can be made at \$.50 per page. The file will be retained by the court a minimum of thirty (30) days. If after thirty (30) days we have not heard from you, the file will be returned to the Records Center.

**No file will be released from these premises except upon proper orders signed by a United States Bankruptcy Judge, or upon proper subpoena to the Clerk of this Court.**

The Federal Records Center (FRC) will accept requests by mail, fax, or common courier for copies from personal bankruptcy case files only (not corporate bankruptcy, criminal, or civil case files), and will forward the copies to the requestor or make them available for pick-up at the FRC. A requestor may obtain copies of an entire personal bankruptcy file for \$35.00, or a package of the most commonly requested documents for \$10.00. (The package would include copies of the debtor's Voluntary Petition with all attachments, including schedules A-J, and, whichever is applicable, Order of Dismissal or Order of Discharge.) **The order form for such a request may be obtained in person at the Clerk's Office, free of charge. The counter clerk will provide the necessary location information. A written request for the FRC form with appropriate location numbers will constitute a "mail request" as outlined below, and an appropriate search fee will be charged.** For further information you may access the National Archives and Records Administration (NARA) web site for the Southeast region at <http://www.nara.gov/regional/courts/atlcourt.html>.

## **MAIL REQUESTS**

A \$20.00 search fee (in the form of a cashier's check, money order, or business check) should accompany any written request for return information. Each request should only address one case. We are unable to process requests with regard to multiple cases. If copies are needed, the fee is \$.50 per page. Please forward the correct search fee and we will bill for copies if you don't know the exact number of copies needed. If more than \$50.00 in copies are needed, we will contact you to inform you of the amount due. Payment must be received before copies are mailed. **Please**

include your telephone number with each request.

Although every effort will be made to comply with your request, we receive many requests for information that is not available from the court. For instance, many creditors are searching for account numbers, but this is only available if the debtor added this information to a schedule. Information of this nature might be more easily obtained by contacting the debtor's attorney. (The name and telephone number of the debtor's attorney can be obtained by dialing VCIS.)

**FEES -**

Listed below are the most common filing fees required by this court. The complete list may be viewed in 28 U.S.C. §1930.

Chapter 7 Filing Fee . . . . .	\$200.00
Chapter 9 Filing Fee . . . . .	830.00
Chapter 11 Filing Fee . . . . .	830.00
Chapter 12 Filing Fee . . . . .	230.00
Chapter 13 Filing Fee . . . . .	185.00
Copies (per page) . . . . .	\$.50
Certification of Document (Seal) . . . . .	7.00
Exemplification of Document . . . . .	14.00
Amendments . . . . .	20.00
Search Fee . . . . .	20.00
Adversary (Complaint) . . . . .	150.00
Retrieval from Archives (Federal Records Center) . . . . .	35.00
Returned Check Charge . . . . .	35.00
Local Rules (copy) . . . . .	No Charge

**CHECK ACCEPTANCE  
POLICY**

Any filing fee is payable to the U. S. Bankruptcy Court Clerk's Office by cashier's check, money order, or business check. **We cannot accept personal or debtor checks.** Any attorney's check should be plainly marked as an "attorney"

**PLEASE VISIT OUR WEB SITE AT <http://www.tnwb.uscourts.gov>.**

**If you have any suggestions or comments concerning this pamphlet or the service you received on your visit to this office, please take the time to write down your thoughts in the space provided and return your comments to:**

**U. S. Bankruptcy Court  
Attn: Operations/Records  
Manager  
200 Jefferson Ave., Suite 413  
Memphis, TN 38103**

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