

**U.S. BANKRUPTCY CLERK'S OFFICE-GENERAL  
INFORMATION (Public Lobby Area)**

**PAYMENT OF FEES**

*The U.S. Bankruptcy Court does not provide change for overpayment of fees. Exact amounts only.*

**MEMPHIS** - Fees may be paid by business check, money order or cash.

**JACKSON** - Fees may be paid by business check or money order.  
**NO CASH IS ACCEPTED AT THIS DIVISIONAL OFFICE.**

**RESEARCH & COPIES**

Customers may visit the Clerk's Office between the hours of 8:30 a.m. and 4:00 p.m., to file matters in pending cases. For those who research pending and closed cases or have a need to obtain copies from cases filed in the Western District of Tennessee, public access computer terminals are provided in both divisional offices in Memphis, TN (Western Division) and Jackson, TN (Eastern Division).

Customer Service Clerks are available to assist customers who are not familiar with available applications. Customers may print copies for themselves—not to exceed 10 pages, Intake staff can make additional copies for customers and conduct searches of bankruptcy records for a fee. (28 U.S.C § 1930)

Some older closed files are not available for review and have been shipped offsite to a National Archives and Records Administration (NARA) facility for storage. Intake staff can provide customers with information as to how they may request copies directly from NARA for a fee.