

## How to Obtain Copies and Certified Copies

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**Docketing Event**

N/A

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**Negative Notice:** N/A

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**Accompanying Orders:** N/A

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**Code and Rule References:**

N/A

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**Fee:** Click [here](#) for fee information listed under “Miscellaneous Fees.”

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**Applicable Chapters:** 7, 11, 12, 13

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**Implemented:** 1/24/2018

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**Last Revision:** 12/1/2023 8:59:15 AM

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### **Description**

Copies and certified copies may be obtained directly from the Court for a per page fee and a certification fee.

Files that are no longer housed in our courthouse facilities are archived at the Archive Center in Georgia. To retrieve files through the mail, the requestor must include the case name, case number, and search fee for the archived information. However, there is no charge for researching this information to customers who come to the Clerk’s office. The Clerk’s office will first verify the case was filed in that particular division. The Clerk’s office will then provide the “Request for Bankruptcy Case File” form, with the accession number, box number, and location number. Once you receive this information, you may contact the Archive Center in Georgia, for copies. The telephone number for the center is (770) 968-2100, fax number is (770) 968-2547, and their website is: [National Archives Center](#). Please note that the Archive Center requires a fee for this service.

**Note:** Case information may not be available for cases filed prior to a certain date. Information for such older cases can only be obtained through the Archive’s Center in Atlanta, Georgia. Copies can be requested directly from the Archive Center, but certain information will be needed from the Court. Please contact the Clerk's Office where the case was filed for availability of the file or for instructions on ordering archived information, Tampa at (813) 301-5065, Orlando at (407) 237-8000, and Jacksonville at (904) 301-6490.

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Forms

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