UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi

Instructions
Application for Search of Bankruptcy Record

The attached form may be used by the public when requesting the clerk, by mail, to search court's records to determine:

1. Whether a specified individual or business filed a petition in bankruptcy;
2. Whether a petition was voluntary (filed by the debtor) or involuntary (filed by the debtor's creditors);
3. Whether a case is still pending or has been closed, and if closed, the date of closing;
4. Whether the debtor was granted a discharge;
5. Whether the specified individual or business is a party to an adversary proceeding (lawsuit), and if so, the status of the proceeding, the disposition of the proceeding, and the case number of the bankruptcy case in which the proceeding arises.

The fee for search conducted by the clerk is $30.00.

The courts have indexed the information listed above, making it available for public inspection at terminals located at the court or over the Internet using the courts' Public Access to Court Electronic Records (PACER) system. Information on using PACER is available at www.pacer.gov. A log-in and password are required but instant registration is available. The fee for using PACER over the Internet generally is 10 cents per page. A person making limited inquiries about a single case is unlikely to be charged, because by Judicial Policy, if a PACER user's usage does not exceed $15 in a quarter, fees for that quarter are waived.

You can conduct a search on a terminal at the court location yourself, free of charge, rather than using PACER or requesting the clerk to conduct the search for you. In addition, most courts also offer basic information on current cases by telephone, utilizing an automated Voice Case Information System (VCIS).

The fees cited in this Instruction are current as of June 11, 2013. You should check the court's website, www.mssb.uscourts.gov, for the current fees.

Requests for photocopies of specific documents contained in a particular file, or for certification of documents should be made by letter, not by using this form. The letter must contain:

the name of the debtor or the parties to the adversary proceeding,

the case number,

if applicable, the adversary proceeding number,

if applicable, the names of the parties to the adversary proceeding,

a list of the documents concerned, and

your name, address, and phone number.

By reviewing the docket sheet in the case before requesting photocopies, you may be able to ascertain which specific documents you need rather than ordering copies of the entire file. The fee for photocopies is 50 cents per page. The fee for certification of a copy is $11 per document or paper. A check or money order made payable to the Clerk, U.S. Bankruptcy Court, for the full amount of the fee MUST be enclosed with the letter. (There is a $53 fee for checks paid into the court which are returned for insufficient funds.) PLEASE DO NOT SEND CASH THROUGH THE MAIL. Older cases may have been closed and shipped to a Federal Records Center. If so, there is a $53 fee for retrieving the case file from the records center. The Search Fee Guidelines for Bankruptcy Courts state that if a file must be retrieved from a Federal Records Center, only the $53 retrieval fee should be charged.

Instructions

Name of individual or business that is the subject of the search:

Insert in this box the name of the individual or business that is the subject of the search request.

Social-Security No. or Individual Taxpayer-Identification No. (ITIN) of Subject:

Insert in this box the social-security number or individual taxpayer-identification number (if an individual) of the subject of the search. If you do not know these numbers, you may leave the box blank. Because this box may contain full social-security numbers, the form should not be filed electronically.

Employer Tax-Identification No. (EIN) (if any) of Subject:

If known, insert in this box the employer tax-identification number (if any) of the subject of the search.

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Please Search Your Records for the following information regarding the subject:

Place a check mark in the appropriate box.

Please Search for the Period From January 1, 1986:

Insert on this line the ending period of time for which the search of records is requested. *(If requesting a search prior to January 1, 1986, you must include a notation with the specific time frame.)*

Enclose a check or money order in the amount of $30 payable to the Clerk, U.S. Bankruptcy Court. Do Not Send Cash.

Name, Address and Phone Number:

Insert the complete name, street address, city, state, zip code and telephone number, including the area code, of the person requesting the search.

Certificate of Search:

This portion of the form is to be completed by the bankruptcy clerk who performs the search.

Mail the Application and Search Fee to a either office listed below:

Jackson Office:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
501 East Court Street, Suite 2.300
P.O. Box 2448
Jackson, MS 39225-2448

Gulfport Office:

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Dan M. Russell, Jr. U.S. Courthouse
2012 15th Street, Suite 244
Gulfport, MS 39501

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