

UNITED STATES BANKRUPTCY COURT
Southern District of Mississippi

Application for Search of Bankruptcy Records

Local Form MSSB-1320 may be used by the public when requesting the clerk, by mail, to search the court's records to determine the following:

1. Whether a specific individual or business filed a petition for bankruptcy;
2. Whether a petition was voluntary (filed by the debtor) or involuntary (filed by the debtor's creditors);
3. Whether a case is pending or 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 a search conducted by the clerk is \$34.00.

The courts have indexed the information listed above, making it available for public inspection at terminals located at the clerk's office and online using the courts' Public Access to Court Electronic Records (PACER) system. Information on using PACER is available at www.pacer.uscourts.gov. A login and password are required, but instant registration is available. The fee for accessing case information through PACER costs \$0.10 per page. A person making limited inquiries about a single case is unlikely to be charged, however, because PACER users are only billed once they have incurred more than \$30 of charges in a quarterly billing cycle.

You can search on a public terminal at the clerk's office free of charge, rather than using PACER or requesting the clerk to conduct the search for you. In addition, you can search for case information by telephone calling the court's automated Voice Case Information System (VCIS). VCIS phone number: 1-866-222-8029.

The fees cited in this document are current as of December 1, 2023. You should check the court's website at www.mssb.uscourts.gov or the Judiciary website at www.uscourts.gov for the current fees.

Request 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 include the following:

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
the requestor's name, address, and phone number.

By reviewing the docket sheet in the case before requesting photocopies, you can determine which specific documents you need rather than ordering copies of the entire file.

The fee for photocopies is 50 cents per page. The cost for certification of a copy is \$12 per document. You must enclose a check or money order made payable to the Clerk, U.S. Bankruptcy Court, for the total amount with the letter. (There is a \$53 fee for any payment returned or denied for insufficient funds or reversed due to a chargeback.)

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 \$70 fee for retrieving the case file from the records center.

Instructions

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

Insert in this box the name of the individual or business subject to 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. You may leave the box blank if you do not know these numbers. Because this box may contain full social-security numbers, you should not file the form electronically.

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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.

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

Place a checkmark in the appropriate box.

Please Search for the Period From January 1, 1986:

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

Enclose a check or money order for \$34 made 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:

The bankruptcy clerk who performs the search will complete this portion of the form.

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

Jackson Office

Clerk, U.S. Bankruptcy Court
Southern District of Mississippi
Thad Cochran U.S. Courthouse
501 East Court Street, Suite 2.300
Jackson, MS 39201

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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