

# REQUESTING CERTIFIED DOCUMENTS

## Contents

- Request by Phone ..... 1
- Request by mail..... 1
- Request in person ..... 2

### Request by Phone

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|                                                                                        |
| 1. Locate the case number and docket number for the document you would like certified. |
| 2. Call 612-664-5200 to place an order with a case administrator.                      |
| 3. Pay by credit or debit card.                                                        |
| 4. Certified document will be sent by standard USPS.                                   |

### Request by mail

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| 1. Locate the case number and docket number for the document you would like certified.                                                                                                |
| 2. Write a letter to the court requesting the document, specifying the case number and docket number for the document you would like certified.                                       |
| 3. Include check or money order for the correct amount required.                                                                                                                      |
| 4. Mail request to:<br><br>United States Bankruptcy Court – District of Minnesota<br>301 Diana E. Murphy United States Courthouse<br>300 South Fourth Street<br>Minneapolis, MN 55415 |
| 5. Certified document will be sent by standard USPS.                                                                                                                                  |

Request in person

1. Locate the case number and docket number for the document you would like certified.
2. Visit the U.S. Courthouse in Minneapolis or St. Paul.
3. Pay by credit card, debit card, check, or money order.
4. Certified document will be provided to you at the counter if you are able to wait for it to be prepared or sent by standard USPS.