

## **Rule 5003-1**

### **Clerk , General Authority**

The Clerk and the employees of the Clerk's office desire to be of help to litigants and attorneys. However, interpreting the rules of procedure and giving legal advice are not permitted functions. Notice is hereby given to litigants and attorneys that the Clerk and the Clerk's employees are not responsible for information respecting rules or law.

**(a) Request for Search of Court Records.** A search of the court records and/or a certification of information in the official record will be made only upon written request and upon prior payment of the applicable search fee. *See* Bankruptcy Court Miscellaneous Fee Schedule, issued in accordance with 28 U.S.C. § 1930(b).

#### **(b) Court Papers, Review and Removal Of.**

**(1) Public Access.** A person may review at the Clerk's office, filings that have not been sealed by the court. A person may also access the Electronic Filing System at the court's Internet site <http://pacer.prb.uscourts.gov> by obtaining a PACER log-in and password. A person who has PACER access may retrieve docket sheets and documents.

**(2) Hours for Public Access.** The public will have electronic access in the Clerk's office for viewing documents and docket entries in the System during regular business hours, Monday through Friday.

**(3) Review Procedures.** Court files and other public records may be reviewed by the public during the official business hours of the Clerk's office. Any person that requests to review a physical file must record in the Clerk's office their name, telephone number, case number(s) of the file(s) reviewed, and the date and time that the files were taken out and returned. Review of files is limited to the Examination Room of the Clerk's office and all files must be returned in their original condition. Files may be photocopied upon request to the Clerk's office. Failure to abide by this LBR may result in the suspension of the privilege to review files.

**(4) Removal Not Allowed.** Court files may not be removed from the Clerk's office for any reason without prior court authorization.