

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 office 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 and Review of Case Files

(1) Public Access. A person may review filings that have not been sealed by the court at the clerk's office. A person may also access CM/ECF at the court's internet site www.pacer.gov by obtaining a PACER log-in and password. A person who has PACER access may retrieve docket sheets and documents. (*See* [LBR 5005-4\(b\)\(2\)\(A\)](#))

(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 for Case Files. Case files may be reviewed by the public during the official business hours of the clerk's office. Any person that needs to review a case file must make arrangements with the clerk's office as files may not be removed from the clerk's office for any reason without prior court authorization.