

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF NEW HAMPSHIRE**

**Public Notice
22-1**

FROM: Bonnie L. McAlary, Clerk of Court
SUBJECT: CM/ECF Filing Event to Request Certified Copies
DATE: April 25, 2022

A filing event has been created in CM/ECF that allows attorneys and trustees to request a certified copy of any document filed in a case and to pay the appropriate fee(s) using a credit card.

The filing event “Request for Certified Copies” may be found on both the Bankruptcy and Adversary filing menus in CM/ECF. Filers are required to attach a PDF to the entry that contains the following information:

1. The document name(s) and document number(s) being requested,
2. How the court shall return the certified documents to the requestor (via U.S. Mail or email),
3. Type of certification desired (traditional, raised seal or electronic seal), and
4. The appropriate address to which the court shall mail or email the requested certified document(s).

For assistance with questions about the new event and the process, please contact the Clerk’s Office at 603-222-2600.