## COPY, EXEMPLIFICATION OR CERTIFICATION REQUEST

View and print electronic records using PACER.

**PACER** is the **most efficient** and **cost-effective** means to obtain **non-certified** copies. View the document(s) at a cost of \$.10 per page, then save a copy of the PDF to your computer and/or print. PACER registration is free. If you accrue \$30 or less of copy fees in a quarter, the fees for that quarter are waived by PACER. Register at <a href="https://www.pacer.uscourts.gov">www.pacer.uscourts.gov</a>.

**Or**, submit this request via email to the court for copy work, certifications or exemplifications:

3. Email this form to: <a href="mailto:copywork@njb.uscourts.gov">copywork@njb.uscourts.gov</a>

- 1. The court will notify you via email of the cost, which must be paid before copies, exemplifications or certifications will be sent.
- 2. The current charge for copies is \$.50 per page. The court **does not** accept personal checks or cash. Fees must be paid by corporate check, attorney account check, certified check or money order. Fees may also be made online using the court's <u>payment portal</u>. There is a minimum charge of \$.50 when using the online payment portal.
- Request is for: 

  Copy Work

  Exemplification

  Complete the information below:

  Debtor's Name(s): \_\_\_\_\_\_

  Case Number(s): \_\_\_\_\_\_

  Document Number(s) from Docket: \_\_\_\_\_\_

  Your Name: \_\_\_\_\_

  Phone Number or email address for Court to contact you with cost: \_\_\_\_\_

  Email address or address to mail documents. NOTE: Only copy work can be emailed.

  Certifications and Exemplifications can only be mailed, not emailed.