

FILE INVESTIGATION AND RETRIEVAL FORM

IMPORTANT:

THIS FORM MUST BE RECEIVED AS SET FORTH BELOW BY NO LATER THAN MARCH 15, 2019 OR ANY CLIENT FILES REMAINING IN THE DEBTOR'S POSSESSION WILL BE DESTROYED WITHOUT FURTHER NOTICE

Name of Client: _____ (“Client”)

Mailing Address: _____
Street Address

City State Zip Code

Contact phone: _____ Email Address: _____

Name of Person Completing Request Form: _____

Relationship of Person Completing Request Form to Client: _____

Case Name (e.g. Jones v. Scott, or ABC Corp F Street Purchase etc.)	Matter Number (if known)	Names of all Archer Norris Attorneys Working on Matter

I declare under penalty of perjury that I am one of the following: (a) the Client, (b) a qualified agent of the Client, or (c) the attorney presently responsible for the Client's above referenced matter/file, and I warrant that I have the requisite Client authority to complete this request form, and also that the above named contact person may direct the Debtor respecting the disposition of all Client files, if any, still held by the Debtor.

Signature: _____

Dated: _____

Print or Type Name of Person Signing:

Return this form so it is received by the Debtor by no later than **March 15, 2019** as follows:

(a) email this form to: kwidder@ffwplaw.com and

(b) mail the original of this form to: Felderstein Fitzgerald Willoughby & Pascuzzi LLP
Attn: Karen Widder
400 Capitol Mall, Suite 1750
Sacramento, CA, 95814