

**FILE INVESTIGATION AND RETRIEVAL FORM**

**IMPORTANT:**

**THIS FORM MUST BE RECEIVED AS SET FORTH BELOW BY NO LATER THAN JANUARY 24, 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 **January 24, 2019** as follows:  
(a) email this form to: [kwidder@ffwplaw.com](mailto: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