

## **Rule 5005-16 REMOVAL OF FILES FROM THE CLERK'S OFFICE**

(a) Records and papers on file in the Clerk's Office may be removed pursuant to subpoena from any federal or state court directing their production.

(b) At the Clerk's discretion, records or papers in the files of the Court may be temporarily removed by United States District Court Judges, United States Magistrate Judges, the United States attorney, the United States trustee, the standing Chapter 13 trustee, and panel member trustees of this District upon receipt of a signed requisition. Otherwise, records and papers may be removed from the files only upon order of the Court.

(c) Whenever records or papers are removed, the person receiving them shall leave with the Clerk a signed receipt describing the records or papers taken, and shall return them within the time specified by the Clerk.