

### **EXEMPLIFICATION CERTIFICATE**

This form is required by some states when a document is certified by a federal court for filing with a state or local authority. It is only necessary for the clerk to execute the form when a person requests that the form be completed. It is suggested, however, that the clerk keep a record of the situations in which a request is made, so that the clerk can anticipate the need for the form in the future.

The fee for preparation of an Exemplification Certificate is \$21<sup>1</sup>. Bankruptcy Court Miscellaneous Fee Schedule, Item 2.

Remember that the exemplification is for use with state courts. Pursuant to treaty, for certification of documents to be filed in a foreign country an apostille must be employed. Only a district court clerk can issue an apostille.

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<sup>1</sup> The fees cited in this Instruction are current as of November 1, 2011. You should check the court's website, the Judiciary website at [www.uscourts.gov](http://www.uscourts.gov), or the Miscellaneous Fee Schedule, which is published as an appendix after section 1930 of the Judicial Code (28 U.S.C. § 1930), for the current fees.