

## **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.

At its September 1997 meeting, the Judicial Conference fixed the fee for preparation of an Exemplification Certificate at twice the fee for certifying a document. As of December 1, 2020, the fee for exemplification is \$24. 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.