

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW MEXICO

**CREDIT CARD BLANKET AUTHORIZATION FORM**

I, the undersigned Cardholder, authorize the United States Bankruptcy Court for the District of New Mexico to charge the credit card listed below for payment of fees, costs and expenses incurred by myself or persons who are listed below. **Please destroy the previous authorization.**

Cardholder name *as it appears on the card*: \_\_\_\_\_

Card number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Type:  **American Express**  **Diners Club International**  **Discover Card**  **Mastercard**  **Visa**

Names of individuals authorized to use account number listed above for payment of fees, costs and expenses:


\_\_\_\_\_  
*Signature of Cardholder*

\_\_\_\_\_  
*Date Authorized*

Law Firm or Practitioner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Instructions for Cardholder:**

1. **Attach a readable copy of the front and back of the credit card to this form.** Forms submitted without readable photocopies of the credit card will be returned unprocessed.
2. **Sign and date the form.** Forms submitted without the cardholder's signature or date authorized will be returned unprocessed.
3. **Do not fax this form to the clerk's office.** Hand-deliver or mail this form to INTAKE, United States Bankruptcy Court, 421 Gold Avenue SW, Room 316 (POB 546), Albuquerque NM 87103-0546.
4. This form will be kept on file in the clerk's office and will remain in effect until specifically revoked in writing by the cardholder or superseded by an authorization form with a more recent authorization date.
5. Submit a new form, **with photocopies of the front and back of the card attached**, when
  - you make changes to authorized users
  - you are issued a new card with a new expiration date
  - you are issued a new card for *any other* reason (e.g., such as re-issued card due to stolen or lost card, change in card type, card issuer, cardholder, etc.)
6. The clerk's office will use the authorization form with the most recent "Date authorized," and destroy earlier authorizations (including photocopies of cards).
7. The clerk's office will place receipts in the filer's pick-up box or mail them to the address on the filed papers.