NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
Order BANKRUPTCY CASES *Instructions*

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Copy Packages Available

Pre-Selected Documents (Individual only): Includes the following documents, to the extent that they are contained in the case file: **Discharge of Debtor** (or Order of Dismissal or Final Decree), **Voluntary Petition**, **Summary of Debts and Property**, **Schedules D, E** and **F** (Note in some jurisdictions Schedules may be listed as A1, A2 and A3). No substitutions will be made for these documents.

Entire Case File: Includes all documents in a Business and Individual case file.

Docket Sheet: A list of documents filed in a Bankruptcy case; an outline of the case.

Certification: A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge of $15.00 for all packages delivered by mail or express shipping. Certification for faxed and scanned copies is not available.

General Information

- Use a separate NATF Form 90 for each file you request. Steps 1-6 must be completed on the order form to perform a search for the file. Steps 1-6 begin on page 2. Please discard this instruction sheet; only return pages 2 and 3. Allow 1-3 work days from receipt of payment for processing your order.
- When paying by check or money order for your request, a separate payment is required for each individual request. If paying by credit card, you may fax your request form to the fax number provided in Step 1.
- Orders can be sent by overnight delivery at an additional charge.
- In addition to photocopies, orders can be faxed and/or scanned. Faxed and scanned orders cannot be certified.
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information must be obtained from the Court where the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide you with documents you requested, we will refer you to the Court that adjudicated the case.
- The *Entire Case File* option in Step 2 includes up to the first 150 pages. Copies of additional pages are subject to an additional labor charge of $22.00 per 15 minutes of work done. You will be notified of any additional labor charges before they are incurred.
- Please do not send credit card information via email.

Additional information may be found here: http://www.archives.gov/research/court-records/

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
BANKRUPTCY CASES *ORDER FORM*

STEP 1. SELECT THE AREA WHERE THE CASE FILE IS HELD *(select only one)*

SELECT	AREA SERVED	ADDRESS TO SEND COMPLETED FORM
☐	Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	NARA, Northeast Region — Boston, Research Room 380 Trapelo Road Waltham, MA 02452-6399 Telephone: 781-663-0378 Fax: 781-663-0155 Email: waltham.courts@nara.gov
☐	Delaware Maryland Pennsylvania Virginia West Virginia.	NARA, Mid-Atlantic Region 14700 Townsend Road Philadelphia PA 19154-1025 Telephone: 215-305-2000 Fax: 215-305-2038 Email: philadelphia.reference@nara.gov
☐	Alabama Florida Georgia Kentucky Mississippi North and South Carolina Tennessee	NARA, Southeast Region – U.S. Court Reference Program 4712 Southpark Boulevard Ellenwood, GA 30294 Telephone: 404-736-2900 Fax: 404-736-2927 Email: atlanta.reference@nara.gov
☐	Illinois Indiana Michigan Minnesota Ohio Wisconsin	NARA, Great Lakes Region — FRC, AIS Operation 7358 S. Pulaski Road Chicago, IL 60629 Telephone: 773-948-9030 Fax: 773-948-9051 Email: chicago.reference@nara.gov
☐	Ohio Indiana Michigan IRS and Defense Finance Facilities Nationwide	NARA, Great Lakes Region – Dayton FRC 3150 Springboro Road Dayton, OH 45439 Phone: -937-425-0606 Fax: 937-425-0640 Email dayton.reference@nara.gov
☐	New York New Jersey Puerto Rico Virgin Islands	NARA, Central Plains Region 200 Space Center Drive Lee's Summit, MO 64064 Telephone: 816-268-8100 Fax: 816-268-8159 Email: leessummit.reference@nara.gov
☐	Iowa Kansas Missouri Nebraska	NARA, Central Plains Region 17501 W. 98th Street, Ste. 47-48 Lenexa, KS 66219 Telephone: 913-563-7600 Fax: 913-563-7691 Email: kansascity.reference@nara.gov
☐	Texas Arkansas Oklahoma Louisiana	NARA, Southwest Region 1400 John Burgess Drive Fort Worth, Texas 76140 Telephone: 817-551-2035 Fax: 817-551-2037 Email: tercs.ftworth@nara.gov
☐	Colorado Wyoming Montana Utah North and South Dakota New Mexico	NARA, Rocky Mountain Region Research Room Denver Federal Center Bldg 48 Lakewood, CO 80225 Telephone: 303-407-5740 Fax: 303-407-5709 Email: denver.reference@nara.gov
☐	Arizona Southern California Clark County, Nevada	NARA, Pacific Region — Riverside, Trust Fund Unit 23123 Cajalco Road Perris, CA 92570-7298 Telephone: 951-956-2023 Fax: 951-956-2029 Email: riverside.trustfund@nara.gov
☐	Hawaii Nevada (except Clark County) Northern California	NARA - Pacific Region, San Francisco Federal Records Center (Attn: TF Copy Service) 1000 Commodore Drive San Bruno, CA 94066-2350 Telephone: 650-238-3500 Fax: 650-238-3507 Email: sanbruno.reference@nara.gov
☐	Alaska Idaho Oregon Washington	NARA, Pacific Alaska Region 6125 Sand Point Way N. E. Seattle, WA 98115-7999 Telephone: 206-336-5134 Fax: 206-336-5113 Email: seattle.reference@nara.gov
☐	District of Columbia	NARA, Washington National Records Center 4205 Suitland Road Suitland, MD 20746-8001 Telephone: 301-778-1520 Fax: 301-778-1534 Email: Suitland.Courts@nara.gov

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STEP 2. SELECT COPY PACKAGE *(select only one)*

Copy Package – Not Certified	***Copy Package – Certified***
☐ Pre-Selected Documents — **$35.00** ☐ Entire Case File — **$90.00** (150 page maximum) ☐ Docket Sheet — **$35.00**	(Certification for faxed, emailed and scanned copies is **not** available) ☐ Pre-Selected Documents Certified — **$50.00** ☐ Entire Case File Certified — **$105.00** ☐ Docket Sheet — **$50.00**

STEP 3. CASE INFORMATION *(obtain from the court in which the case was filed)*

COURT LOCATION (city & state)	DEBTOR NAME(S)	CASE NUMBER

TRANSFER NUMBER	BOX NUMBER

STEP 4. DELIVERY OPTIONS

Delivery Method: *(select one)*

☐ Fax ☐ Mail ☐ Email

Delivery Type: *(select one)*

☐ Paper Copies ☐ Scanned on CD/DVD ☐ Email *(if no selection is made, paper copies will be delivered via mail)*

Expedited Delivery: *(optional, select one)*

☐ Overnight express (additional $30.00)

☐ Charge Fed Ex Account - # _____

☐ Charge UPS Account - # _____

STEP 5. **YOUR DELIVERY INFORMATION**

MAIL COPIES TO:	***FAX COPIES TO:***	***EMAIL COPIES TO:***
NAME	FAX NUMBER	EMAIL ADDRESS
STREET ADDRESS - APT. # / SUITE #		
CITY	ATTENTION	DAYTIME TELEPHONE NUMBER (required)
STATE AND ZIP		
DAYTIME TELEPHONE NUMBER (required)	DAYTIME TELEPHONE NUMBER (required)	ALTERNATE TELEPHONE NUMBER (preferred)
ALTERNATE TELEPHONE NUMBER (preferred)	ALTERNATE TELEPHONE NUMBER (preferred)	

STEP 6. YOUR PAYMENT INFORMATION

Credit Card *(please do not send credit card information via email)*	***Check or Money Order***
CARD TYPE ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover	Make your check or money order payable to: ***National Archives Trust Fund (NATF)*** Mail your request **with payment** to the address shown in **Step 1** on the previous page.
ACCOUNT NUMBER / EXPIRATION DATE	
NAME ON CARD	
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order cannot be processed if one of these two items is not provided.	

NARA USE ONLY

SEARCHER	DATE	**PAYMENT**:
REMARKS	☐ Review – Date: Time:	☐ Paid Check # _____