

Date Received \_\_\_\_\_ Charge \_\_\_\_\_ Check/MO \$ \_\_\_\_\_

**REQUESTER, PLEASE DO NOT WRITE ABOVE THIS LINE**

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION – CENTRAL PLAINS REGION – LEE’S SUMMIT

**BANKRUPTCY BY FAX/MAIL/COURIER**

The National Archives and Records Administration in Lee’s Summit, MO, accepts requests for photocopies of bankruptcy case files. You may request copies of the entire contents of the case file, a package of commonly requested documents, or documents that you select. Payment **must** accompany your request.

**Step 1:** FOR EACH CASE, obtain the following information from the Court where the case was filed and closed. PLEASE USE ONLY ONE FORM PER CASE. (This form may be photocopied.)

ACCESSION NUMBER: 021- \_\_\_\_\_ - \_\_\_\_\_

NARA LOCATION NUMBERS: Row \_\_\_\_\_ Unit \_\_\_\_\_ Shelf \_\_\_\_\_ Position \_\_\_\_\_

AGENCY BOX NUMBER: \_\_\_\_\_

CASE FILE NUMBER: \_\_\_\_\_ CASE FILE NAME: \_\_\_\_\_

CITY AND STATE WHERE COURT IS LOCATED: \_\_\_\_\_

**Step 2:** The following options are available:

**OPTION A: PACKAGE** containing documents listed below, from Individual cases only (**no Business cases**). Cost: \$10.00 (Uncertified). Please note, however, that some bankruptcy cases may not contain all of the documents listed. All questions concerning the contents of a particular file should be directed to the appropriate Court.  
 ▶ Order of Discharge or Order of Dismissal, Final Decree & Trustee’s Report    ▶ Voluntary Petition (top two sheets)  
 ▶ Summary of Debts & Property (assets)    ▶ List of Creditors (schedules D, E & F or schedules A1, A2 & A3 in older cases)

**OPTION B: ENTIRE CASE** - All documents of case file of Individuals only (no Business cases). Cost: \$35.00 (Uncertified). You will be notified and given further options if your request exceeds **70 pages**.

**BUSINESS OR ADVERSARY CASE** - Bankruptcies that in any way involve a business, even if there is only a statement that an individual was doing business as, formerly doing business as, or was in some way connected with a business (DBA) must be requested from this section.

**OPTION C-1. SPECIFIC DOCUMENTS.** COST: \$35.00 (Uncertified). A copy of the DOCKET SHEET indicating the case file name and number, and the date and title of the specific documents to be copied must be included with the request form. On the docket sheet, circle the documents that are to be copied. If the Court has already transferred the docket sheet to our facility, see Option C-2. You will be notified and given further options if your request exceeds **50 pages**.

**OPTION C-2. DOCKET SHEET.** COST: \$10.00 If the docket sheet is stored at our facility, obtain the STEP 1 information for the **docket sheet** from the Court. We will fax or mail the docket sheet to you, so you can mark the documents you need and send it with your request for SPECIFIC DOCUMENTS (OPTION C-1).

**OPTION C-3. ENTIRE CASE.** (BUSINESS OR ADVERSARY) COST: \$50.00 (Uncertified)  
 You will be notified and given further options if your request exceeds **100 pages**.

**CERTIFICATION \$6.00, in addition to copy fee.** This service provides you with an attached form stating that all reproductions are a true and correct copy of documents in our custody. It does **NOT** mean that photocopies are sent by certified mail. **The pages are bound together and therefore cannot be returned to you via a fax machine.**

**FEDERAL EXPRESS delivery \$7.50, in addition to copy fee.**

**CASE NUMBER:** \_\_\_\_\_

**Step 3: PRINT** your name and telephone number.

**NAME:** \_\_\_\_\_

**DAYTIME PHONE NUMBER (required)** (\_\_\_\_\_) \_\_\_\_\_ **very important!**

**CHOOSE ONE:** (mail OR fax)

**MAIL** DOCUMENTS TO:

NAME / BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**FAX** DOCUMENTS TO: FAX NUMBER (\_\_\_\_\_) \_\_\_\_\_

Name of Business \_\_\_\_\_ ATTENTION: \_\_\_\_\_

**To pay by credit card, please complete the following:**

**TYPE OF CREDIT CARD:** \_\_\_\_\_ VISA \_\_\_\_\_ MASTERCARD \_\_\_\_\_ NOVUS \_\_\_\_\_ AMERICAN EXPRESS

**ACCOUNT NUMBER** \_\_\_\_\_ **EXP. DATE** \_\_\_\_\_

**CARDHOLDER'S AUTHORIZED SIGNATURE:** \_\_\_\_\_ **(REQUIRED)**

**Step 4: SUBMIT REQUEST by FAXING this form to 816-268-8159 or MAILING it to:**

National Archives and Records Administration  
Central Plains Region  
200 Space Center Drive  
Lee's Summit MO 64064

General Information: The Central Plains Region-Lee's Summit facility will service requests delivered by the U.S. Postal Service, common courier, or FAX, for photocopies of Bankruptcy case files. **WE DO NOT ACCEPT REQUESTS BY TELEPHONE.**

Orders sent via FAX must be paid by credit card and must include cardholder's signature. Orders sent via mail or common courier may be paid by check, money order, or credit card (including cardholder's signature). Checks and money orders should be made payable to NATIONAL ARCHIVES TRUST FUND.

We do not send confirmation that your request was received. However, we normally process requests within three workdays of receipt. Telephone calls inquiring about the status of your request interrupt those working on your request and will only delay the process.

**YOUR REQUEST WILL BE RETURNED UNSERVICEABLE IF:**

- The information supplied in Step 1 is incorrect or incomplete.
- The name on the case file does not match the name on the case number requested.
- Your credit card is not approved, or your check/money order is not made out for the correct cost.
- A copy of the DOCKET SHEET for Option C-1 is not included, or if requested items are not clearly marked.