NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
OFFICE OF REGIONAL SERVICES, SOUTHEAST REGION (NARA-SE REGION)
(Form: NARA, SE Region, July 2004)

Request for Bankruptcy Case File Copies Returned by Fax or by Mail

Please read these instructions first, and then follow the steps below to obtain certified or uncertified copies of a Bankruptcy case.

NARA-SE Region will service requests received by FAX, e-mail, U.S. Postal Service (USPS), or Common Courier (Federal Express, UPS, etc.) for copies of U.S. District Court-Civil Court Case Files. We do not send confirmation that your FAX order was received. **Orders sent by FAX or e-mail must be paid by credit card (MASTERCARD, VISA, DISCOVER, or AMERICAN EXPRESS).** Orders sent by USPS or Common Courier may be paid by credit card, money order, or personal or certified check payable to the National Archives Trust Fund (the maximum personal check is $100.00*). Requests will normally be processed in five working days of receipt of payment and complete file/location information.* Please note that copies of documents returned by FAX cannot be certified. Allow at least ten working days before calling to check on a request sent and returned by the USPS. Copies of documents returned by MAIL will be sent by USPS or FedEx Ground Service at NARA-SE Region's expense, or by Overnight FedEx at the requestor's expense. **PLEASE NOTE THAT WE ARE UNABLE TO RETURN YOUR COPIES BY AIRBORNE EXPRESS OR DHL.**

STEP 1 – CASE INFORMATION For each case obtain the following information from the U.S. District Court where the case was closed. Your request will not be serviced without the correct information. Please use one request form per case.

Court Location (City):	Bankruptcy Case File Name:	Bankruptcy Case File Number:
Accession Number: 021-	Agency Box Number(s):	Location Number:

STEP 2 – REQUEST INFORMATION - Indicate option desired (please check only one)

OPTION A – Bankruptcy Package. This pre-selected document package from Consumer Bankruptcies (Chapters 7 and 13) consists of the following documents: **1)** *Order of Discharge or Order of Dismissal*, **2)** *Debtor's Voluntary Petition and Schedules D through F*, and **3)** *Mailing List Matrix.* Indicate certification preference below.

1. ( ) COPIES NOT CERTIFIED $10.00 (returned by FAX or MAIL) **2.** COPIES CERTIFIED $16 (returned by MAIL ONLY)

OPTION B – Entire Bankruptcy Case. All documents of the case file—**up to a 70 page limit**—will be copied. Subsequent pages will be subject to a 50 cent per page charge. You will be notified by telephone if your request exceeds the 70 page limit and be provided with further options at that time, including a request for pre-payment based upon the estimated volume to be copied. Indicate certification preference below.

1. ( ) COPIES NOT CERTIFIED $35.00 (returned by FAX or MAIL) **2.** COPIES CERTIFIED $41 (returned by MAIL ONLY)

IF COPIES ARE TO BE RETURNED BY MAIL OR FedEx:

Return by (Circle One): FAX MAIL FedEx Overnight ($7.50) *(Your credit card will be charged)*

NAME: _____ **ADDRESS:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

DAYTIME PHONE (w/ area code) _____ **FAX NUMBER (w/ area code)** _____

***** NO P.O. BOXES FOR FedEx *****

STEP 3 – PAYMENT: PLEASE DO NOT SEND CASH

1. Make check or money order payable to the **NATIONAL ARCHIVES TRUST FUND** (the maximum personal check is $100.00)
2. Please circle the type of credit card payment: **MASTERCARD VISA AMERICAN EXPRESS DISCOVER**

NAME _____ **ACCOUNT #** _____

EXPIRATION DATE _____

STEP 4 – SUBMIT REQUEST Complete this form and FAX to (404) 763-7815, e-mail as an attachment to atlanta.court@nara.gov, or mail to *NARA Research Room, 1557 St. Joseph Avenue, East Point, GA 30344.*

If you have any questions concerning this process, please contact NARA staff at 404-763-7474. **If you want your copies returned via UPS, you must include a prepaid envelope with your request.** All copies returned via Common Courier are at the requestor's expense.

PROCESSING OF YOUR REQUEST WILL BE DELAYED IF: 1) the information supplied in step 1 is incorrect or incomplete, 2) the name on the case file does not match the name on the case requested, and/or 3) your credit card is not approved. **WE WILL CONTACT YOU BY TELEPHONE OR IN WRITING IF ANY OF THE ABOVE PROBLEMS OCCUR.** If you have any questions about these instructions or would like more information about our services call 404-763-7474, or visit us on the World Wide Web at http://www.archives.gov/facilities/ga/atlanta.html