

U.S. NATIONAL ARCHIVES & RECORDS ADMINISTRATION

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NARA's Southeast Region (Atlanta, GA)

Access to Bankruptcy and Other Court Case Files at NARA's Southeast Region (Atlanta)

NARA's Southeast Region in Atlanta makes available for review closed business and personal bankruptcy case files, and civil and criminal case files from Federal courts in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee. You can request copies of [case files by mail, Email, or fax](#). (Requests cannot be made by telephone.) You may also [visit the Atlanta facility](#).

Access By Mail, Email, or Fax The facility will accept mail, Email, or fax requests for photocopies of case files. Please follow the steps below.

Step 1 - Acquire case information from the Federal court.

For each case, obtain the following information from the court where the case was filed and closed. PLEASE USE ONE FORM PER CASE.

- The city in which the court is located:
- Case file number:
- Case file name:
- Accession number:
- Location number:
- Agency box number:

Step 2 - Select from the options below.

Identify whether you want the ENTIRE CONTENTS of the case file photocopied or a PACKAGE of selected documents:

--- The ENTIRE CONTENTS of the case file. This option includes all the documents in the case file and costs \$35.00 for up to 70 pages, \$45.00 certified. If the case file exceeds 70 pages, we can return the case to the court for your review or charge 50 cents per page for copying.

--- For Bankruptcy case files only, A PACKAGE containing the commonly requested documents listed below. This option includes one or more of the documents listed below (no substitutes accepted). Note that some bankruptcy case files do not contain all the documents listed. If you chose the PACKAGE, you will receive only the copies of the documents found in the file.

All questions concerning file contents should be directed to the appropriate bankruptcy court. The PACKAGE costs \$10.00 for up to 20 copies (uncertified) or \$20.00 for up to 20 copies, certified.

1. *Final Decree, Order of Dismissal, or Order of Discharge*
2. *Debtor's Voluntary Petition*
3. *Statement of All Liabilities of Debtor*
4. *Summary of Assets*

Step 3 - So that we can send you your copies, give us your:

- Name:
- Address:
- City:
- State:
- Zip code:
- Daytime telephone number (if we have a problem with your request):

Step 4 - Pay for your copies.

Make payment by money order, personal check (payable to the National Archives Trust Fund, valid identification required), or by American Express, Discover, MasterCard, or VISA. Provide type of credit card, account number, expiration date, and cardholder's authorized signature.

SUMMARY OF CHARGES:

ENTIRE CONTENTS up to 70 pages = \$35.00 (\$41.00 if certification is requested)
PACKAGE (Bankruptcy only) = \$10.00 (\$16.00 if certification is requested)

Step 5 - Mail, Email, or fax the information from Step 1, payment or credit card information and the above information to:

NARA's Southeast Region
1557 St. Joseph Avenue
East Point, GA 30344-2593

Fax: 404-763-7815
Email: atlanta.reference@nara.gov

Your photocopies will be sent to you as soon as workload permits. If you want express service, please prepay the charges or provide your account number and name of the express company.

YOUR REQUEST AND ANY FEES SUBMITTED WILL BE RETURNED TO YOU IF:

1. The information supplied in Step 1 is incorrect or incomplete.
2. The name on the case file does not match the name requested.
3. You fail to enclose full credit card information or the amount of your enclosed payment is incorrect.
4. The charge to your credit card is declined.

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