

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**  
**OFFICE OF REGIONAL RECORDS SERVICES, SOUTHEAST REGION (NARA-SE REGION)**

<http://www.nara.gov>

**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, U.S. Postal Service (USPS), or common courier (FedEx, etc.) for copies of U.S. Bankruptcy Court case files. We do not send confirmation that your fax order was received. Orders sent by FAX must be paid by credit card (Mastercard or Visa only). 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 within 24 hours of receipt of payment and according to our GPRRA goals. Please note that copies of documents returned by fax cannot be certified. Allow at least seven (7) working days before calling to check on a request sent by and to be returned by USPS. Copies of documents returned by mail will be sent by the USPS or UPS at NARA-SE Region's expense or by common courier at the requestor's expense. **Please note that we will not and do not use Airborne Express to return your copies.**

**STEP 1 - CASE INFORMATION**

For each case, obtain the following information from the Bankruptcy Court where the case was closed. Your request cannot 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:	Agency Box Number(s):	Location Number:

**STEP 2 - REQUEST INFORMATION** Indicate the option desired.

**OPTION A - BANKRUPTCY PACKAGE** - Pre-selected documents from consumer bankruptcies (Chapters 7 and 13) only. Consists of the following documents only:

1. Order of Discharge or Order of Dismissal
2. Debtor's Voluntary Petition, includes the basic petition form and all attachments including schedules D, E, F and list of creditors.
3. Mailing matrix.

COPIES NOT CERTIFIED \$10.00  
 COPIES CERTIFIED \$16.00 (returned by mail only)

**OPTION B - ENTIRE CASE** - All documents of the case file will be copied. *70-page limit*. Subsequent pages will be subject to a 50 cent per page copy charge. You will be notified by telephone if your request exceeds the 70 page limit and will be given further options at that time, including a request for prepayment based upon the estimated volume to be copied.

COPIES NOT CERTIFIED \$35.00 (returned by fax or mail)  
 COPIES CERTIFIED \$41.00 (returned by mail only)

**STEP 3 - COPY RETURN INFORMATION (PLEASE PRINT)**

<b><u>IF COPIES ARE TO BE RETURNED BY FAX</u></b>
Our fax machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission immediately following the first one.
NAME: _____
FAX # (with area code): <u>  (    )  </u> _____
DAYTIME PHONE (with area code): <u>  (    )  </u> _____

<b><u>IF COPIES ARE TO BE RETURNED BY MAIL OR COMMON COURIER</u></b>
Prepaid envelope must be included for return by common courier and will be at the requestor-s expense. <b>NO P.O. BOXES PLEASE</b>
NAME: _____
ADDRESS: _____ _____
CITY: _____ STATE: _____ ZIP: _____
DAYTIME PHONE (with area code): <u>  (    )  </u> _____

**STEP 4 - PAYMENT      PLEASE DO NOT SEND CASH**

1. Make check or money order payable to the NATIONAL ARCHIVES TRUST FUND
2. Credit card payment must be by MASTERCARD or VISA only.

Name:

Account Number:

Expiration Date: \_\_\_\_\_ ( ) MC    ( ) VISA

**STEP 5 - SUBMIT REQUEST**

Complete these forms and fax to (404) 763-7815,  
or mail to: NARA - Southeast Region  
TERCs Research Room  
1557 St. Joseph Ave.  
East Point, GA 30344

***NOTE: PROCESSING OF YOUR REQUEST WILL BE DELAYED IF:***

1. The information in Step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case requested.
3. Your credit card is not approved.