

FAX MAIL CERTIFY T or N **FRONT OFFICE**
DATE RECEIVED _____ CHARGE CHECK MO \$ _____

REQUESTOR, PLEASE DO NOT WRITE ABOVE THIS LINE

NATIONAL ARCHIVES AND RECORD ADMINISTRATION - CENTRAL PLAINS REGION - LEE'S SUMMIT

BANKRUPTCY REQUESTS BY FAX, MAIL OR 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 1 FORM PER CASE. (This form may be photocopied).

Accession Number: _____ Location Number _____

Box Number: _____ Case Number: _____

Case Name: _____

City & State where Court is located: _____

Step 2: The following options are available:

All options, **except copies returned via fax**, can be certified for an additional fee of \$6. This 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 via certified mail.

- Please check if you are requesting CERTIFICATION.** Please include \$6 fee in addition to copy fee.
- Please check if you are requesting FEDERAL EXPRESS delivery.** Please include additional \$7.50 fee.
- Option A:** PACKAGE containing documents listed below from individual cases only (no business cases). Cost \$10 (Uncertified). Please note that some bankruptcy cases may not contain all of the documents listed below. 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 and Trustee's Report
 - Voluntary Petition
 - Summary of debts and property (assets)
 - List of creditors (Schedules D, E & F)
- Option B:** Entire case - All documents of case file of individuals only (no business cases). Cost: \$35 (Uncertified). You will be notified and given further options if your request exceeds 70 pages.
- BUSINESS OR ADVERSARY CASES** - Bankruptcies that in any way involve a business, even if there is only a statement that an individual was "doing business as," "formally doing business as," or was in some way connected with a business (DBA) must be requested from this section. (Refer to these options (C-1 or C-2 options))
 - Option C-1:** SPECIFIC DOCUMENTS. Cost \$35 (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. You will be notified and given further options if your request exceeds 70 pages. Please note: If the Court has already transferred the docket sheet to our facility, see Option D.

(Continued)

- Option C-2:** ENTIRE CASE - COST \$50 (Uncertified). You will be notified and given further options if your request exceeds 100 pages.
- Option D:** DOCKET SHEET - Cost \$10. 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 may mark the documents you need and send it together with your request for SPECIFIC DOCUMENTS (Option C-1)

Case Number: _____

Step 3: PRINT your name and telephone number.

Name (required): _____

Daytime Phone Number (required): (_____) _____ (very important)

CHOOSE ONE: (mail or fax)

MAIL DOCUMENTS TO:

Name/Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

FAX DOCUMENTS TO: Fax number: (_____) _____

Name of Business _____ ATTENTION: _____

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

Type: _____ VISA _____ MASTERCARD _____ NOVUS/DISCOVER _____ AMERICAN EXPRESS

ACCOUNT NUMBER _____ EXPIRATION DATE: _____

Step 4: REQUESTOR, PLEASE SUBMIT YOUR REQUEST by **faxing this form to (816) 478-7623** or mailing it to :
National Archives and Records Administration - Central Plains Region
200 Space Center Drive, Lee's Summit, MO 64064

The Central Plains Region will service faxed requests delivered by the U.S. Postal Service, common carrier for photocopies of bankruptcy case files. **WE DO NOT TAKE TELEPHONE REQUESTS.**

Orders sent via fax must be paid by credit card. Orders sent via USPS or common carrier may be paid by check, money order or credit card. 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 AFTER three (3) working days of receipt. Telephone calls inquiring about the status of your request interrupt the technician working on your request and will only delay the process.

YOUR REQUEST WILL BE RETURNED UNSERVICED 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 for less than your order would cost.
- A copy of the **DOCKET SHEET** for Option C-1 is not included, or if requested items are not clearly marked