

National Archives & Records Administration - Waltham, Massachusetts
Request Form for Obtaining Copies of Bankruptcy Cases

Request Rec. Date/Time

Area served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Case Information			Delivery Method	<input checked="" type="checkbox"/>
Court Location	Case Name(s)	Case Number	FAX	
			Mail	
Transfer number	Box number	Location Number	Pick-Up	
			FEDEX	
Searcher	Date		Payment	<input checked="" type="checkbox"/>
			Paid	
Remarks			Payment Due	

Order Information

Please check the package desired.

Package A – Pre-Selected Documents. Individual or Business cases.

- Copies not Certified \$10.00
- Copies Certified \$16.00

Documents included:

- Discharge of Debtor
- Voluntary Petition
- Summary of Debts and Property
- Schedules A through J

Package B – Entire Case File, Individual. 70 page limit.

- Copies not Certified \$35.00
- Copies Certified \$41.00

Package C – Entire Case File, Business. 100 page limit.

- Copies not Certified \$50.00
- Copies Certified \$56.00

Package D – Specific Documents. 70 page limit.

- Copies not Certified \$35.00
- Copies Certified \$41.00

A copy of the case docket sheet must be included with the request form. Please circle the document(s) to be copied.

Package E – Docket Sheet.

- Copies not Certified \$10.00
- Copies Certified \$16.00

Copy Return Information

1. Mail copies to:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Daytime telephone number: (_____) _____

2. FAX copies to:

Fax number: (_____) _____

Attention: _____

Daytime telephone number: (_____) _____

Submit Completed Request

Mail to:

NARA, Northeast Region – Boston
Research Room
380 Trapelo Road
Waltham, MA 02452-6399

Fax to:

781-663-0153

Payment

1. Make check or money order payable to: **NATF**.
2. We accept most major credit cards.

IMPORTANT INFORMATION

1. **If your package exceeds the page limit, you will be charged \$.50 per copy for each additional page copied.**
2. **Orders can be sent by overnight delivery (FEDEX) at the requestor's expense.**
3. **Questions? Concerns? Contact our Research Room staff toll free at 866-329-6465, Monday – Friday (excluding Federal holidays), 7:30 am to 4:30 pm.**

Credit Card Payment Information

Card type: _____

Name on card: _____

Account number: _____

Expiration date: _____