

Federal Records Center - Seattle

6125 Sand Point Way, NE Seattle, Washington 98115

REQUEST FOR COPIES FROM BANKRUPTCY FILES BY MAIL OR FAX

The Seattle Federal Records Center (FRC) accepts requests for photocopies from bankruptcy case files and forwards the photo copies to the requestor by first class mail or fax. Requestors may obtain photocopies by selecting from the options described below. **Please note that fax options are limited.**

Please follow Steps 1 through 5, below. to obtain certified or uncertified copies from bankruptcy case files:

STEP 1 For each case, obtain the following information from the court where the case was filed and closed. Please use a separate form for each case.

FRC ACCESSION NUMBER 021 -	AGENCY BOX NUMBER	FRC LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAME	

STEP 2 Identify whether you want the entire contents of the case file, the package of common documents, the discharge, or specific requested documents from the docket (please check one):

The ENTIRE CONTENTS of the case file., This option includes all of the documents in the requested case file and costs \$35.00 for the first 100 pages and \$.50 per page thereafter. No fax service available for this option - mail only.

The BANKRUPTCY PACKAGE containing commonly requested documents. This option applies to only personal bankruptcy or "doing business as" (dba) cases. It includes one or more of the documents listed below. Please note that while most do, some bankruptcy cases do not contain all these documents. If you choose this option, you will receive copies of only those listed documents found in the file, All questions concerning file contents should be directed to the appropriate U. S. Bankruptcy Court. The cost of the bankruptcy package is \$7.00. Fax service available (20 pages maximum).

- * Order of Discharge (or Order of Dismissal or Final Decree or Trustee's No Asset Report).
- * Debtor's Voluntary Petition.
- * Schedule A - Statement of All Liabilities of Debtor, including:
 - a. Schedule A1 or E - Creditors Having Priority.
 - b. Schedule A2 or D - Creditors Holding Security.
 - c. Schedule A3 or F - Creditors Having Unsecured Claims Without Priority.

The DISCHARGE only. This option is for personal dba cases only. It includes the Order of Discharge, Order of Dismissal, Final Decree, or Trustee's No Asset Report (with mailing list if attached). The cost of the discharge only option is \$4.00. Fax service available.

REQUESTED DOCUMENTS from the docket sheet. This option includes specific documents hi-lighted or otherwise clearly marked on a copy of the docket obtained from the Court. All questions concerning file contents should be directed to the appropriate U. S. Bankruptcy Court. Cost of the requested documents option is \$35.00 for the first 100 pages and \$.50 per page thereafter. Fax service available (20 page maximum).

Check the box to the right if you are requesting your photocopies be returned by FAX.
Available only for orders totaling 20 pages or less, all others will be mailed.

Check the box to the right if you want your photocopied documents CERTIFIED.
certification is a verification of true, legal copies and costs an additional \$5.00. NOT AVAILABLE BY FAX.

STEP 3

Print your name, mailing address, and telephone (s) below:

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
DAYTIME PHONE # ()		FAX # ()

STEP 4

Payment may be in the form of a money order, pre-printed check, VISA, or MasterCard.

SUMMARY OF CHARGES:

ENTIRE CONTENTS	=	\$35.00 up to 100 pages; \$.50 per page thereafter (If over 100 pages we will contact you for the additional fee)
BANKRUPTCY PACKAGE	=	\$7.00
DISCHARGE	=	\$4.00
REQUESTED DOCUMENTS	=	\$35.00 up to 100 pages; \$.50 per page thereafter (if over 100 pages we will contact you for the additional fee)
CERTIFICATION	=	\$5.00

Make checks or money orders payable to: **National Archives Trust Fund.**

If charging this purchase to a VISA or MasterCard, circle the appropriate card and enter the account number, the expiration date, and cardholder's signature below.

VISA/MASTERCARD #	EXP DATE:
SIGNATURE	

STEP 5

Mail your payment and/or this completed form to:

**NARA, NATF
FEDERAL RECORDS CENTER
6125 SAND POINT WAY, NE
SEATTLE, WA 98115-7999**

Or if paying by credit card, you may fax your request to us at (206) 526-6575 or call it in to us at (206) 526-6504 between the hours of 9:00 a.m and 4:00 p.m, Monday through Friday:

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

- The information supplied in STEP 1 is incorrect or incomplete.
- The name on the case file does not match the name requested.
- You fail to enclose a check or money order or if the amount is incorrect.
- Authorization cannot be obtained for the credit card number you supplied.
- Federal agency requests are submitted without proper fees.