

11/01

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 (UPS), or Common Courier (Federal Express, Airborne Express, etc.) for copies of US 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 GPRA goals. Please note that copies of documents returned by FAX cannot be certified. Allow at least seven working days before calling to check on a request sent by and to be returned by the 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): Number:	Bankruptcy Case File Name:	Bankruptcy Case File
Accession Number: 021-	Agency Box Number(s):	Location Number:

**STEP 2 - REQUEST INFORMATION:** Indicate the option desired (please check only one).

**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 G.

**STEP 3 - COPY RETURN INFORMATION:**

(PLEASE PRINT)

**IF COPIES ARE TO BE RETURNED BY FAX:**

Our FAX machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission(s) immediately following the first one.

NAME: \_\_\_\_\_

FAX # (with area code): ( ) \_\_\_\_\_

DAYTIME PHONE (with area code): ( ) \_\_\_\_\_

**IF COPIES ARE TO BE RETURNED BY MAIL OR COMMON CARRIER:**

Prepaid envelope must be included for return by Common Courier and will be at the requestor's expense:

**NO PO Boxes please.**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE (with area code) ( ) \_\_\_\_\_

**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 supplied 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.