

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
P.O. Box 6216  
501 W. Felix, Bldg. 1, Dock 1  
Fort Worth, TX 76115

TELEPHONE: 817-334-5515  
FAX: 817-334-5630

**REQUEST FORM for BANKRUPTCY CASES RETURNED BY Mail or FAX (Circle One)**

Please follow the steps below to obtain photocopies of your desired BANKRUPTCY request. Payment by check, money order or major credit card.

**STEP 1 CASE INFORMATION** - For each case obtain the information (for the boxes below) FROM THE BANKRUPTCY COURT where the case was closed. Your request **cannot** be serviced without the correct information in each of these blocks.

**Please use one form per case. Orders will not be taken by phone.**

<b>CITY WHERE COURT IS LOCATED</b>	<b>FRC ACCESSION NO.</b>	<b>FRC LOCATION NO.</b>
<b>CASE FILE NAME(S)</b>	<b>CASE FILE NO.</b>	<b>AGENCY BOX NO.</b>

**STEP 2 REQUEST INFORMATION**

**A. PACKAGE** - The following documents: (NO SUBSTITUTIONS)

Order of Discharge, Order of Dismissal, or Final Decree.

Voluntary Petition

Summary of schedules

Creditors holding unsecured nonpriority claims (schedules A1, A2, & A3 OR schedules D, E, & F)

A1 - MAIL/FAX \$10.00

A2 - MAIL W/CERTIFICATION \$16.00

\* SEND FED EX - additional \$7.50 OR use my FED EX# \_\_\_\_\_

**B. ENTIRE** - All documents in case. (Page limit: 70) **You will be notified if it exceeds.**\*\*\*\*\*

B1 - MAIL \$35.00

B2 - MAIL W/CERTIFICATION \$41.00

\*\* SEND FED EX - additional \$7.50 OR use my FED EX# \_\_\_\_\_

**[NO SELECTED DOCKETS]**

**STEP 3 RETURN INFORMATION**

Information needed to process and return your request. (Please print)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ [NO P.O. BOXES #s FOR FED EX]

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME TELEPHONE NUMBER ( ) \_\_\_\_\_

FAX NUMBER( ) \_\_\_\_\_ *We will not fax a package over 50 pages. (We will mail.)*

**PAYMENT:**

**By mail:** Check or money order payable to: NATIONAL ARCHIVES TRUST FUND. (If you request more than one case, please provide a separate check for each request in case one of your requests is unserviceable.)

**By fax or mail:** Credit card payment must be by MasterCard, VISA, AMERICAN EXPRESS, or DISCOVER.

ACCOUNT # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

**PLEASE DO NOT SEND CASH!**

**STEP 4 SUBMIT REQUEST - TO THE ABOVE ADDRESS OR FAX NUMBER**