

NATIONAL ARCHIVES-FORT WORTH, TEXAS

REQUEST FORM FOR CIVIL CASES RETURNED BY MAIL OR FAX

Please read our **INSTRUCTIONS ON THE BACK OF THIS FORM** and then follow the steps below to obtain photocopies of a CIVIL case.

**STEP 1 CASE INFORMATION**

For each case obtain the following information from the U.S. District Court where the case was closed.  
 \*\*Your request cannot be serviced without the correct information **each of these blocks.** **Please one form Per case. ORDERS WILL NOT BE TAKEN BY PHONE.**

|                                    |   |                             |
|------------------------------------|---|-----------------------------|
| <b>CITY WHERE COURT IS LOCATED</b> | <b>FRC ACCESSION NO.**</b><br><b>021-</b> | <b>FRC LOCATION NO. * *</b> |
| <b>CASE FILE NAME (S)**</b>        | <b>CASE FILE NO.**</b>                    | <b>AGENCY BOX NO.**</b>     |

**STEP 2 REOUEST INFORMATION**

Indicate what you want (please check only one).  
 SEE EXPLANATION OF OPTIONS IN OUR INSTRUCTIONS ON REVERSE SIDE.

- ( ) 1. Entire Civil Case File, uncertified by mail/FAX \$35.00 (70 page limit)
- ( ) 2. Entire Civil Case File, certified by mail \$45.00 (70 page limit)

**STEP 3 RETURN INFORMATION**

Information needed to process and return your request  
 NAME \_\_\_\_\_ FOR COPIES RETURNED BY FAX:  
 ADDRESS \_\_\_\_\_ FAX# ( ) \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 DAYTIME TELEPHONE NUMBER ( ) \_\_\_\_\_

**Federal Express shipments:**

For copies to be sent by Federal Express, check this box ( ) for an additional \$4 charge to be included in the payment **OR** write the recipient's Federal Express account number \_\_\_\_\_

**Payment:**

Make 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. Credit cards include MASTERCARGE, VISA, DISCOVER, and AMERICAN EXPRESS. Please do not send cash.

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

**STEP 4 SUBMIT REQUEST**

Complete this form and mail it to the National Archives, Fort Worth, TX with your check, money order or credit card information . Faxed requests **MUST** include a credit card number.

**INSTRUCTION FOR REQUESTING COPIES OF CIVIL CASES  
FROM THE NATIONAL ARCHIVES RETURNED BY MAIL OR FAX**

**IMPORTANT!** Please read these instructions before completing your request form. PAYMENT MUST ACCOMPANY REQUEST. The National Archives will service requests delivered by the US. Postal Service (USPS), common courier, or FAX for copies of CIVIL cases. **ORDERS WILL NOT BE TAKEN BY PHONE.** Orders sent by FAX must be paid by credit card only, VISA, MASTERCARD, DISCOVER, or AMERICAN EXPRESS. **WE WILL NOT PROCESS FAXED REQUESTS WITH COPIES OF CHECKS OR MONEY ORDERS.** We do not send confirmation that your FAX was received. Orders sent by USPS or common courier may be paid by check, money order, or credit card. Requests are serviced between **THREE** working days of receipt under normal circumstances. Please allow at least ten working days before calling to check on a request sent by and to be returned by USPS.

**OPTIONS:**

1. ENTIRE CASE I \$35.00 (70 page limit)

Entire case will be copied but not certified. Copies will be returned by FAX, Federal Express (if account number is given *or the* \$4 charge is marked, or by mail. If the case exceeds 70 pages you will be notified and given other options at that time.

2. ENTIRE CASE II \$45.00 (70 page limit)

Copies will be CERTIFIED and be returned by mail or Federal Express if the account number is given or the \$4 charge is marked. Certified copies cannot be faxed. If the case exceeds 70 pages you will be notified and given other options at that time.

SEND REQUESTS TO:

Mail requests by USPS to:  
National Archives  
P.O. Box 6216  
501 West Felix St., Bldg. 1, Dock 1  
Fort Worth, TX 76115

FAX requests to: (817)334-5630  
\*Faxed requests MUST include a credit card number.

YOUR REQUEST WILL BE RETURNED TO YOU UNSERVICED IF:

1. The information supplied in Step I is incorrect or incomplete.\*\*
2. The name on the case file does not match the name and case number requested.
3. Your credit card was not approved.
4. Your request exceeds 70 pages.
5. Payment was not included.