



# Regional Records Services - Pacific Region

1000 Commodore Drive San Bruno, California 94066-2350

## REQUESTS BY MAIL OR FAX BANKRUPTCY CASE FILES ONLY

The Office of Regional Records Services in San Bruno, California, accepts mail/FAX requests for photocopies of **personal bankruptcy** case files, and forwards the photocopies to the requestor via U.S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of either the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of common documents, or specific **REQUESTED DOCUMENTS** from the docket sheet.

Please follow the 5 steps below to obtain certified or uncertified copies of bankruptcy case files:

**STEP 1** For each case, obtain the following information from the court where the case was filed and closed.  
**PLEASE USE ONE FORM PER CASE**

FRC ACCESSION NUMBER

AGENCY BOX NUMBER

FRC LOCATION NUMBER

CASE FILE NAME

CASE FILE NUMBER

**STEP 2** Identify whether you want the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of common documents, or specific **REQUESTED DOCUMENTS** off 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 70 pages and \$.50 per page thereafter, not to exceed 200 pages total.

*The **PACKAGE** containing commonly requested documents.* This option includes the documents listed below **ONLY**. All questions concerning file contents should be directed to the appropriate Bankruptcy Court. The total cost of the **PACKAGE** is \$10.00.

- \* Either of the following: Order of Discharge, Order of Dismissal, or Final Decree.
- \* Attached Mailing List of Creditors (**NOT SCHEDULES**)

***REQUESTED DOCUMENTS** from the docket sheet.* This option includes specific documents highlighted 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. The total cost of the **REQUESTED DOCUMENTS** is \$35.00 for the first 70 pages and \$.50 per page thereafter, not to exceed 200 pages total.

Check the box to the right if you would like to have your photocopies **CERTIFIED**. Certification is a verification of true, legal copies and costs an *additional* \$6.00 per certification.

Check the box to the right if you would like to have your photocopies returned via **FAX** (maximum of 70 pages). Photocopies in excess of 70 pages will be mailed to you via USPS.

FOR REGIONAL RECORDS CENTER USE ONLY

SEARCHER'S INITIALS

DATE OF SEARCH

SEARCHER'S REMARKS

**STEP 3** Print your name, mailing address, AND telephone number below:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

DAYTIME TELEPHONE NUMBER (Area Code \_\_\_\_\_) \_\_\_\_\_

FAX TELEPHONE NUMBER (Area Code \_\_\_\_\_) \_\_\_\_\_

**STEP 4** Payment may be in the form of a MONEY ORDER, PERSONAL PRE-PRINTED CHECK, or CREDIT CARD, i.e., VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER/NOVUS. (Please circle type of credit card used).

SUMMARY OF CHARGES:

<b>ENTIRE CONTENTS</b>	= \$35.00 up to 70 pages \$ 0.50 per page thereafter (If over 70 pages, we will contact you for the additional fee - 200 pages maximum)
<b>PACKAGE</b>	= \$10.00
<b>REQUESTED DOCUMENTS</b>	= \$35.00 up to 70 pages \$ 0.50 per page thereafter (If over 70 pages, we will contact you for the additional fee)
<b>CERTIFICATION</b>	= \$6.00 (Certification not available with FAX service)

Make checks or money orders payable to: **NATIONAL ARCHIVES TRUST FUND (NATF)**

If charging this purchase to your credit card, enter the account number, the expiration date AND your signature below:

CREDIT CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_ / \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**STEP 5** Mail your payment and/or this completed form to: **OFFICE OF REGIONAL RECORDS SERVICES  
ATTN: COPY REQUEST  
1000 COMMODORE DRIVE  
SAN BRUNO, CA 94066-2350**

Depending upon workload, requests will normally be processed (file retrieved, documents identified, copies made, and placed in outgoing mail) within 3 to 5 business days of receipt of payment at the Records Center.

**\*\*\*\*NOTE: REQUESTS WILL NOT BE TAKEN BY PHONE\*\*\*\***

Or FAX your request to us at (650) 238-3507 if paying by credit card.

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.
- Clearly marked docket sheet for *Requested Documents* not received.
- Federal agency requests are submitted without proper fees.

For Further Information Call 650-238-3502 (Monday through Friday, 7:00 a.m. to 3:30 p.m.)

Ver. Nov 2003