# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

# ORDER FOR COPIES OF CIVIL CASES

## **Copy Packages Available**

Entire Case File: Includes all documents in a case file.

Docket Sheet: A list of documents filed in a civil action; an outline of the case.

\*Certification: A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. Certification for fax copies is not available.

If you **do not** want the **Entire Case File copied**, please make an appointment to review the file at our facility to select the documents needed, or you may contact the court where the case was closed or filed to make arrangements to review the case at the court location.

To make an appointment to review the file, call us at: 817-551-2000, Monday–Friday (excluding Federal holidays), 8:00 a.m. to 4:00 p.m.

#### **General Information**

- Use a separate NATF Form 91 for <u>each</u> file that you request. <u>Blocks 3-7</u> must be completed on the order form to perform a search for the file. Please <u>discard</u> this instruction sheet. Allow 2-3 business days from receipt of payment for processing your order.
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- Orders can be sent by overnight delivery (FedEx) at an additional charge.
- Orders can be faxed if the page count is 25 pages or less. All orders exceeding 25 pages will need to be mailed.
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- Please note that contents of <u>recent cases</u> may be in both electronic and paper form. If NARA cannot provide you
  with documents you requested, we will refer you to the Court that adjudicated the case.

Questions? Concerns? Contact our Research Room staff at the number shown above or visit us at www.archives.gov.

### PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF CIVIL CASES				
1. LOCATION	2. AREA SERVED			
NARA Southwest Region 1400 John Burgess Drive Fort Worth, Texas 76140 Fax: (817) 551-2037 Email: tercs.ftworth@nara.gov		Texas, Arkansas, Oklahoma, Louisiana		
3. SELECT COPY PACKAGE ( select only one)				
Copy Package Not Certified		Copy Package Certified		
☐ Entire Case File — <b>\$70.00</b> (150 page maximum) ☐ Docket Sheet — <b>\$25.00</b>		(Certification for fax copies is not available)  □ Entire Case File Certified — \$85.00  □ Docket Sheet — \$40.00		
4. CASE INFORMATION (obtain from the court in which the case was filed)				
COURT LOCATION (city & state)  CASE NAME(S)			CASE NUMBER	
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