# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) ORDER FOR COPIES OF CIVIL CASES

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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:* 404-736-2900, Monday–Friday (excluding Federal holidays), 7:30 a.m. to 2:30 p.m. Appointments should be made 72 hours in advance.

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  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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF				
CIVIL CASES				
<b>1. LOCATION</b> NARA Southeast Region U.S. Court Reference Program 4712 Southpark Boulevard Ellenwood, GA 30294 Fax: (404) 736-2927		<b>2. AREA SERVED</b> Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee		
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