## NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

# ORDER FOR COPIES OF CRIMINAL CASES

### **Copy Packages Available**

**Pre-Selected Documents:** Includes the following documents, to the extent that they are contained in the case file: **Judgement, Commitment or Probation/Commitment Order** or **Sentence**, **Indictment**. No substitutions will be made for these documents.

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

**Docket Sheet:** A list of documents filed in a criminal case 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 Pre-Selected Documents or 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.

#### **General Information**

- Use a separate NATF Form 92 for <u>each</u> file that you request. Blocks 3-7 must be completed on the order form
  to perform a search for the requested file. Please <u>discard</u> this instruction sheet. Allow 10 business days from
  receipt of payment for processing your order.
- When paying by check or money order for any <u>mailed or fax</u> request, a <u>separate</u> payment is required for <u>each individual request</u>. If paying by credit card, you may fax your request form to the fax number provided in <u>Block 1</u>.
- You will be notified by NARA if your package exceeds the page limit.
- Orders can be sent by <u>overnight</u> delivery (FedEx) at an additional charge.
- Orders can be <u>faxed</u> if the page count is <u>25 pages or less</u>. All orders exceeding 25 pages will need to be mailed.
- Request may be <u>returned</u> if the necessary information is not supplied or if the credit card is declined. Case information must be obtained from the Court in which the case was filed.
- 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.

#### PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is 3095-0063. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.** 

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF CRIMINAL CASES				
1. LOCATION  NARA Southeast Region  U.S. Court Reference Program  4712 Southpark Boulevard  Ellenwood, GA 30294  Fax: (404) 736-2927		2. AREA SERVED Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee		
3. SELECT COPY PACKAGE (select only	one)			
Copy Package Not Certified		Copy Package <u>Certified</u>		
☐ Pre-Selected Documents — \$25.00 ☐ Entire Case File — \$70.00 (150 page maximum) ☐ Docket Sheet — \$25.00		(Certification for fax copies is not available)  □ Pre-Selected Documents Certified — \$40.00  □ Entire Case File Certified — \$85.00  □ Docket Sheet — \$40.00		
4. CASE INFORMATION (obtain from court in which the case was filed)				
COURT LOCATION (city & state)	CASE NAME(S)		CASE NUMBER	
TRANSFER NUMBER	BOX NUMBER		LOCATION NUMBER	
5. DELIVERY METHOD (select only one)				
□ Fax - 25 page limit □ Mail □ FedEx (additional \$25.00) □ Charge Fed Ex Account - #				
6. YOUR DELIVERY INFORMATION				
MAIL COPIES TO:		FAX COPIES TO:  FAX NUMBER		
NAME		FAX NUMBER		
ADDRESS APT. # / SUITE #				
CITY		ATTENTION		
STATE AND ZIP				
DAYTIME TELEPHONE NUMBER		DAYTIME TELEPHONE NUMBER		
7. YOUR PAYMENT INFORMATION		1		
Credit Card			Check or Money Order	
CARD TYPE  ☐ VISA ☐ MasterCard ☐ America	over	Make your check or money order payable to:		
ACCOUNT NUMBER		EXPIRATION DATE	National Archives Trust Fund (NATF)	
NAME ON CARD			]	
SIGNATURE or THREE DIGIT SECURITY CODE (on boof these two items is not provided.	an not be processed if one	Mail your request with payment to the address shown in block 1 at the top of this page.		
		SE ONLY		
SEARCHER	DATE			PAYMENT: □ Paid
REMARKS				