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

## Copy Packages Available

**Pre-Selected Documents (Individual only):** Includes the following documents, to the extent that they are contained in the case file: **Discharge of Debtor** (or Order of Dismissal or Final Decree), **Voluntary Petition**, **Summary of Debts and Property**, **Schedules D, E** and **F** (Note in some jurisdictions Schedules may be listed as A1, A2 and A3). No substitutions will be made for these documents.

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

**Docket Sheet:** A list of documents filed in a Bankruptcy case; 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 937-425-0629 weekdays, except Federal holidays, between 8:30 a.m. and 4 p.m. to make requests and schedule an appointment.

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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF BANKRUPTCY CASES				
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Copy Package Not Certified		Copy Package <u>Certified</u>		
<ul> <li>Pre-Selected Documents — \$25.00</li> <li>Entire Case File — \$70.00 (150 maximum)</li> <li>Docket Sheet — \$25.00</li> </ul>		(Certification for fax copies is not available) ☐ Pre-Selected Documents Certified — <b>\$40.00</b> ☐ Entire Case File Certified — <b>\$85.00</b> ☐ Docket Sheet — <b>\$40.00</b>		
4. CASE INFORMATION (obtain from the court in which the case was filed)				
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NAME ON CARD				
SIGNATURE or THREE DIGIT SECURITY CODE (on ba of these two items is not provided.		Mail your request <b>with payment</b> to the address shown in <b>block 1</b> at the top of this page.		
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