

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: 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 91 for each file that you request. Blocks 3-7 must be completed on the order form to perform a search for the file. Please discard this instruction sheet. Allow 10 business days from receipt of payment for processing your order.
- When paying by check or money order for any mailed or fax request, a separate payment is required for each individual request. If paying by credit card, you may fax your request form to the fax number provided in Block 1.
- You will be notified by NARA if your package exceeds the page limit.
- 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.
- Request may be returned 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 recent cases 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
CIVIL 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***

- Entire Case File — **\$70.00** (150 page maximum)
 Docket Sheet — **\$25.00**

Copy Package Certified

- (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

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:***

NAME

FAX NUMBER

ADDRESS

APT. # / SUITE #

CITY

ATTENTION

STATE AND ZIP

DAYTIME TELEPHONE NUMBER

DAYTIME TELEPHONE NUMBER

7. YOUR PAYMENT INFORMATION***Credit Card******Check or Money Order***

CARD TYPE

- VISA MasterCard American Express Discover

Make your check or money order
payable to:

ACCOUNT NUMBER

EXPIRATION DATE

***National Archives
Trust Fund (NATF)***

NAME ON CARD

Mail your request **with payment** to
the address shown in **block 1** at the
top of this page.

SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order can not be processed if one
of these two items is not provided.

NARA USE ONLY

SEARCHER

DATE

PAYMENT: Paid

REMARKS

Review – Date: _____ Time: _____

Check # _____