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:* 951-956-2000, Monday–Friday (excluding Federal holidays), 9:00 a.m. to 3:30 p.m. Appointments should be made 72 hours in advance.

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 up to 14 business days from receipt of payment for processing your order.
- When paying by che ck or money order for any <u>mailed or fax</u> request, a <u>separate</u> payment is required for <u>each</u> <u>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 overnight 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 <u>must be obtained</u> 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 a ddress and the minimum required information about the records. The information n 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 p er response. Se nd comments regarding the burden estimate or a ny other aspect of the information collection, including suggestions for reducing this burden, to Natio nal 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 2. AREA SERVED				
NARA Pacific Region, Riverside Trust Fund Unit 23123 Cajalco Road		Southern California, Arizona, Clark County, Nevada		
Perris, CA 92570 Fax: (951) 956-2029				
3. SELECT COPY PACKAGE (select only one)				
Copy Package Not Certified		Copy Package Certified		
☐ Entire Case File — \$70.00 (150 pages maximum) ☐ Docket Sheet — \$25.00 (20 pages maximum)		(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			National Archives Trust Fund (NATF)	
NAME ON CARD			Mail your request with payment to	
SIGNATURE or T HREE DIGIT SECURITY CODE (on bath of these two items is not provided.	the address shown in block 1 at the top of this page.			
NARA USE ONLY				
SEARCHER	DATE		PAYMENT:	
				□ Paid
REMARKS Review – Date:			:	Check #