## **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 one day in advance (913) 563-7600 Monday –Friday (excluding Federal holidays),8:00a.m to 3:30 p.m.

#### **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 1 b usiness day (fax) or 3 days (mail) 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 faxed if the page count is 25 pages or less. 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 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 :	ORDER FOR	RECORDS ADMIN COPIES OF CASES	ISTRAT	ION	
<b>1. LOCATION</b> NARA Central Plains Region, Suite 47-48 17501 W. 98 <sup>th</sup> Street Lenexa, KS 66219 Fax (913) 563-7691		2. AREA SERVED Iowa, Kansas, Missouri and Nebraska			
3. SELECT COPY PACKAGE ( select only of	one)				
Copy Package Not Certified		Copy Package <u>Certified</u>			
☐ Entire Case File — <b>\$70.00</b> (150 page maximum) ☐ Docket Sheet — <b>\$25.00</b>		(Certification for fax copies is not available) □ Entire Case File Certified — \$80.00 □ 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 N			JMBER		
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  SIGNATURE or THREE DIGIT SECURITY CODE (on b	an not be processed if one	Mail your request with payment to the address shown in block 1 at the top of this page.			
of these two items is not provided.					
NARA USE ONLY					
SEARCHER	DATE			PAYMENT: ☐ Paid Check #	
REMARKS	☐ Review – Date: Time:				