## 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: 215-305-2001 or 2020, Monday-Friday (excluding Federal Holiday), 8:00 am to 4:30 pm. No appointments after 3:00 pm.

#### **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 3-5 business days from receipt of payment for processing your order.
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Questions? Concerns? Contact our Research Room staff at the number shown above or visit us at www.archives.gov.

#### PRIVACY ACT STATEMENT

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF					
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