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

Copy Packages Available

Pre-Selected Documents: Includes the following documents, to the extent that they are contained in the case file: **Judgement, Commitment** or **Probation/Commitment Order** or **Sentence**, **Indictment**. No substitutions will be made for these documents.

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

Docket Sheet: A list of documents filed in a criminal case 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 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: 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 92 for <u>each</u> file that you request. Blocks 3-7 must be completed on the order form
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 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

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF CRIMINAL CASES				
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