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

## **Copy Packages Available**

**Pre-Selected Documents (Individual only):** Includes the following documents, to the extent that they are contained in the case file: **Discharge of Debtor** (or Order of Dismissal or Final Decree), **Voluntary Petition**, **Summary of Debts and Property**, **Schedules D**, **E** and **F** (Note in some jurisdictions Schedules may be listed as A1, A2 and A3). No substitutions will be made for these documents.

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

**Docket Sheet:** A list of documents filed in a Bankruptcy case; 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 toll free at: 866-329-6465, Monday—Friday (excluding Federal holidays), 7:30 a.m. to 4:00 p.m. Appointments should be made 24 hours in advance.

### **General Information**

- Use a separate NATF Form 90 for <u>each</u> file 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 1-3 days from receipt of payment for processing your order.
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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

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.

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#### NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF **BANKRUPTCY CASES** 1. LOCATION 2. AREAS SERVED NARA Northeast Region, Boston Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont Research Room 380 Trapelo Road Waltham, MA 02452-6399 Fax: (781) 663-0153 Telephone: 866-329-6465 (Toll Free) 3. SELECT COPY PACKAGE (select only one) Copy Package Not Certified Copy Package Certified (Certification for fax copies is not available) ☐ Pre-Selected Documents — \$25.00 ☐ Pre-Selected Documents Certified — \$40.00 ☐ Entire Case File — **\$70.00** (150 page maximum) ☐ Entire Case File Certified — \$85.00 □ Docket Sheet — \$25.00 ☐ Docket Sheet — **\$40.00** 4. CASE INFORMATION (obtain from the court in which the case was filed) COURT LOCATION (city & state) DEBTOR NAME(S) CASE NUMBER TRANSFER NUMBER **BOX NUMBER** LOCATION NUMBER 5. **DELIVERY METHOD** (select only one) ☐ Fax - 25 page limit ☐ FedEx (additional \$25.00) ☐ Charge Fed Ex Account -# □ Mail 6. YOUR DELIVERY INFORMATION MAIL COPIES TO: **FAX COPIES TO:** NAME FAX NUMBER **ADDRESS** APT. # / SUITE # ATTENTION CITY STATE AND ZIP DAYTIME TELEPHONE NUMBER DAYTIME TELEPHONE NUMBER 7. YOUR PAYMENT INFORMATION **Credit Card** Check or Money Order CARD TYPE Make your check or money order payable to: □ VISA ☐ MasterCard ☐ American Express ☐ Discover 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 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. top of this page. NARA USE ONLY PAYMENT: SEARCHER DATE □ Paid REMARKS ☐ Review – Date: Time: