

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

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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 at: 404-736-2900, Monday–Friday (excluding Federal holidays), 7:30 a.m. to 2:30 p.m. Appointments should be made 72 hours in advance.

General Information

- Use a separate NATF Form 92 for each file that you request. Blocks 3-7 must be completed on the order form to perform a search for the requested file. Please discard this instruction sheet. Allow 10 business days from receipt of payment for processing your order.
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- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information must be obtained from the Court in which the case was filed.
- Please note that contents of recent cases 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.

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| NATIONAL ARCHIVES AND RECORDS ADMINISTRATION | | |
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| 3. SELECT COPY PACKAGE (<i>select only one</i>) | | |
| <i>Copy Package <u>Not Certified</u></i> | <i>Copy Package <u>Certified</u></i> | |
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