# 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 <b>do not</b> want the <b>Pre-Selected Documents or Entire Case File</b> <b>copied</b> , 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.	<b>To make an appointment</b> <i>to review the file, call us at:</i> <b>817-551-2000</b> , Monday–Friday (excluding Federal holidays), 8:00 a.m. to 4:00 p.m.
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- 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.

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF BANKRUPTCY CASES					
1. LOCATION 2. AREAS SERVED					
NARA Southwest Region Texas, Arkansas,				, Louisiana	
1400 John Burgess Drive					
Fort Worth, Texas 76140					
Fax: (817) 551-2037					
Email: tercs.ftworth@nara.gov					
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Copy Package <u>Not Certified</u>		Copy Package <u>Certified</u>			
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Entire Case File — \$70.00 (150 page maximum)		$\Box$ Entire Case File Certified — <b>\$40.00</b>			
□ Docket Sheet — <b>\$25.00</b>		$\square$ Docket Sheet — <b>\$40.00</b>			
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		
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ACCOUNT NUMBER		EXPIRATION DATE	National Archives Trust Fund (NATF)		
NAME ON CARD		•	]		
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