

# NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

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**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.

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- 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](http://www.archives.gov)**.

#### PRIVACY ACT STATEMENT

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**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
ORDER FOR COPIES OF  
BANKRUPTCY CASES**

**1. LOCATION**

NARA Northeast Region, Boston  
Research Room  
380 Trapelo Road  
Waltham, MA 02452-6399  
Fax: (781) 663-0153  
Telephone: 866-329-6465 (Toll Free)

**2. AREAS SERVED**

Connecticut, Maine, Massachusetts, New Hampshire,  
Rhode Island, Vermont

**3. SELECT COPY PACKAGE** (select only one)**Copy Package Not Certified**

- Pre-Selected Documents — **\$25.00**  
 Entire Case File — **\$70.00** (150 page maximum)  
 Docket Sheet — **\$25.00**

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 Pre-Selected Documents Certified — **\$40.00**  
 Entire Case File Certified — **\$85.00**  
 Docket Sheet — **\$40.00**

**4. CASE INFORMATION** (obtain from the court in which the case was filed)

COURT LOCATION (city &amp; state)

DEBTOR NAME(S)

CASE NUMBER

TRANSFER NUMBER

BOX NUMBER

LOCATION NUMBER

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