# 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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- 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.

### 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 CRIMINAL CASES				
1. LOCATION  NARA – Mid Atlantic Region  14700 Townsend Road  Philadelphia, PA 19154  Fax: 215-305-2039 or 215-305-2038		2. AREA SERVED Delaware, Maryland, Pennsylvania, Virginia, West Virginia		
3. SELECT COPY PACKAGE (select only one)				
Copy Package Not Certified		Copy Package Certified		
☐ Pre-Selected Documents — \$25.00 ☐ Entire Case File — \$70.00 ☐ Docket Sheet — \$25.00		(Certification for fax copies is not available)  □ Pre-Selected Documents Certified — \$40.00  □ Entire Case File Certified — \$85.00  □ Docket Sheet — \$40.00		
4. CASE INFORMATION (obtain from court in which the case was filed)				
COURT LOCATION (city & state)	CASE NAME(S)		CASE NUMBER	
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