

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

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- The *Entire Case File* option in Step 2 includes up to the first 150 pages. Copies of additional pages are subject to an additional labor charge of \$22.00 per 15 minutes of work done. You will be notified of any additional labor charges before they are incurred.
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**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
COURT OF APPEALS CASES ORDER FORM**

STEP 1. SELECT THE AREA WHERE THE CASE FILE IS HELD *(select only one)*

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Copy Package – <u>Not Certified</u>	Copy Package – <u>Certified</u>
<input type="checkbox"/> Entire Case File — \$90.00 (150 page maximum) <input type="checkbox"/> Docket Sheet — \$35.00	(Certification for faxed, emailed and scanned copies is not available) <input type="checkbox"/> Entire Case File Certified — \$105.00 <input type="checkbox"/> Docket Sheet — \$50.00

STEP 3. CASE INFORMATION *(obtain from the court in which the case was filed)*

COURT LOCATION (city & state)	CASE NAME(S)	CASE NUMBER
TRANSFER NUMBER	BOX NUMBER	

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DAYTIME TELEPHONE NUMBER (required)	DAYTIME TELEPHONE NUMBER (required)	ALTERNATE TELEPHONE NUMBER (preferred)
ALTERNATE TELEPHONE NUMBER (preferred)	ALTERNATE TELEPHONE NUMBER (preferred)	

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NARA USE ONLY

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REMARKS	<input type="checkbox"/> Review – Date: _____ Time: _____	<input type="checkbox"/> Paid
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