



NATIONAL
ARCHIVES

CENTRAL PLAINS
REGION

September 1, 2011

Attention Researchers:

As of October 1, 2011, the National Archives and Records Administration (NARA), the Federal Records Center, at 200 Space Center Drive, Lee's Summit MO will no longer provide on-site court case review services to the public. This change applies to all closed case files that remain in the legal custody of the court but are physically stored at the NARA, Lee's Summit facility.

NARA will continue to provide copies of court case files directly to the customer online or by mail/fax/e-mail. Public customers seeking copies of court case files directly from NARA should do the following:

To order court records online:

1. Visit the National Archives "Order Online" page (<https://eservices.archives.gov/orderonline>).
2. Click on "Order Reproductions," then "Court Records."
3. Select the appropriate court (Bankruptcy, Civil, Criminal, or Court of Appeals).
4. Follow the onscreen prompts to set up an account and place the order.

To order court records via mail/fax/e-mail:

1. Visit the National Archives Court Records information page (<http://www.archives.gov/research/court-records>).
2. Download and complete the appropriate request form (Bankruptcy, Civil, Criminal, or Court of Appeals).
3. Mail/fax/e-mail the form to the appropriate facility (see page 2 of the request form for contact information).

Revised copies of all NARA court records request forms are located on the above-referenced National Archives Court Records Information page (<http://www.archives.gov/research/court-records>). **Please discontinue the use of all previous editions of these forms.**

Please note that fees to obtain copies of court records from NARA's Federal Records Centers will not change under this new policy. Public customers seeking to review court cases will need to contact the court directly to arrange to review the case file at the court.

For more information, please see the press release on this new policy (<http://www.archives.gov/press/press-releases/2011/nr11-171b.html>). If you have any questions about this policy change, please contact me at 816-268-8149 or at sean.murphy@nara.gov.

SEAN P. MURPHY
Director, Records Center Operations

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA) BANKRUPTCY CASES ORDER FORM

Save time by ordering online: <https://eservices.archives.gov/orderonline/>

STEP 2. SELECT COPY PACKAGE *(select only one)*

<u>Copy Package – Not Certified</u>	<u>Copy Package – Certified</u>
<input type="checkbox"/> Pre-Selected Documents — \$35.00 <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"/> Pre-Selected Documents Certified — \$50.00 <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)	DEBTOR NAME(S)	CASE NUMBER
TRANSFER NUMBER	BOX NUMBER	

STEP 4. DELIVERY OPTIONS

Delivery Method: *(select one)*

Fax Mail Email

Delivery Type: *(select one)*

Paper Copies Scanned on CD/DVD Email *(if no selection is made, paper copies will be delivered via mail)*

Expedited Delivery: *(optional, select one)*

Overnight express (additional \$25.00)

Charge Fed Ex Account - # _____

Charge UPS Account - # _____

STEP 5. YOUR DELIVERY INFORMATION

<u>MAIL COPIES TO:</u>	<u>FAX COPIES TO:</u>	<u>EMAIL COPIES TO:</u>
NAME	FAX NUMBER	EMAIL ADDRESS
STREET ADDRESS - APT. # / SUITE #		
CITY	ATTENTION	DAYTIME TELEPHONE NUMBER (required)
STATE AND ZIP		
DAYTIME TELEPHONE NUMBER (required)	DAYTIME TELEPHONE NUMBER (required)	ALTERNATE TELEPHONE NUMBER (preferred)
ALTERNATE TELEPHONE NUMBER (preferred)	ALTERNATE TELEPHONE NUMBER (preferred)	

STEP 6. YOUR PAYMENT INFORMATION

<u>Credit Card</u> <i>(please do not send credit card information via email)</i>	<u>Check or Money Order</u>	
CARD TYPE	Make your check or money order payable to: National Archives Trust Fund (NATF) Mail your request with payment to the address shown in Step 1 on the previous page.	
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
ACCOUNT NUMBER		EXPIRATION DATE
NAME ON CARD		
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order <u>cannot</u> be processed if one of these two items is not provided.		

NARA USE ONLY

SEARCHER	DATE	PAYMENT:
REMARKS	<input type="checkbox"/> Review – Date: _____ Time: _____	<input type="checkbox"/> Paid Check # _____