

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
P.O. BOX 6216  
501 W. Felix, Bldg. 1, Dock 1  
FORT WORTH, TEXAS 76115 **FAX: 817-334-5630**

**REQUEST FORM for BANKRUPTCY CASES RETURNED by MAIL or FAX (Circle One)**

Please follow the steps below to obtain photocopies of your desired BANKRUPTCY request.

**Please use one form per case. Orders will not be taken by phone.**

**STEP 1 CASE INFORMATION- Obtain the information (for the boxes below)-for each case  
**FROM THE BANKRUPTCY COURT** where the case was closed.**

**Your request cannot be serviced without the correct information in each of these blocks:**

<b>CITY WHERE COURT IS LOCATED</b>	<b>FRC ACCESSION NO.</b>  <b>021 -</b>	<b>FRC LOCATION NO.</b>
<b>CASE FILE NAME (S)</b>	<b>CASE FILE NO.</b>	<b>AGENCY BOX NO.</b>

**STEP 2 REQUEST INFORMATION**

**A. PACKAGE – All of the following documents: (20 page limit-You will be notified if it exceeds  
Order of discharge, Order of Dismissal, or Final decree **-NO SUBSTITUTIONS)****

Voluntary Petition, Summary of schedules

Creditors holding unsecured nonpriority claims (schedules A1, A2, and A3 **OR** schedules D, E and F)

A1-MAIL or FAX \$10.00  A2-CERTIFIED COPIES (BY MAIL ONLY) \$16.00

\*\*\* SEND FED EX-additional \$7.50 **OR** use my FED EX# \_\_\_\_\_

**B. ENTIRE - All documents in case. (Page limit: 70) You will be notified if it exceeds.\*\*\*\*\***

B1-MAIL (only) \$35.00  B2-CERTIFIED COPIES (BY MAIL ONLY) \$41.00

\*\*\* SEND FED EX-additional \$7.50 **OR** use my FED EX# \_\_\_\_\_

**[NO SELECTED DOCKETS]**

**RETURN INFORMATION**

**STEP 3 NAME \_\_\_\_\_**

ADDRESS \_\_\_\_\_ [NO P.O. BOX #=S FOR FED EX]

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME TELEPHONE NUMBER ( ) \_\_\_\_\_

FAX NUMBER ( ) \_\_\_\_\_ **We will not fax over 50 pages (we will mail)**

**PAYMENT:** (Faxed copies of checks or money orders can not be accepted as payment).

**By mail:** Check or money order payable to: **NATIONAL ARCHIVES TRUST FUND**. (If you request more than one case please provide a **separate check for each request** in case one of your requests is unserviceable).

**By fax or mail:** Credit card payment must be by MasterCard, VISA, AMERICAN EXPRESS OR DISCOVER.

CREDIT CARD ACCOUNT# \_\_\_\_\_ EXP. DATE \_\_\_\_\_

**PLEASE DO NOT SEND CASH!**

**STEP 4 SUBMIT REQUEST- TO THE ABOVE ADDRESS OR FAX NUMBER.**

**Due to the volume of requests that we receive daily-we do not confirm that we have received your fax.**