NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
ORDER FOR COPIES OF
BANKRUPTCY CASES

1. LOCATION	**2. AREAS SERVED**
NARA, Central Plains Region 200 Space Center Drive, Lee's Summit, MO 64064 Fax: (816) 268-8159	New York, New Jersey, Puerto Rico and the U.S. Virgin Islands

3. SELECT COPY PACKAGE (*select only one*)

Copy Package Not Certified	***Copy Packages Certified***
☐ Pre-Selected Documents Pkg — **$10.00** (20 page max) ☐ Entire Case File — **$35.00** (70 page maximum) ☐ Docket Sheet — **$10.00** (20 page maximum) ***Pages exceeding the package maximum require an additional $0.50 per copy charge. We will notify you for approval of charges before copying is done.***	**(Certification for fax copies is not available)** ☐ Pre-Selected Documents Pkg Certified — **$16.00** ☐ Entire Case File Certified — **$41.00** ☐ Docket Sheet — **$16.00** ***Pages exceeding the package maximum require an additional $0.50 per copy charge. We will notify you for approval of charges before copying is done.***

4. 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	LOCATION NUMBER

5. DELIVERY METHOD

☐ Fax ☐ Mail ☐ FedEx (additional $25.00) ☐ Fed Ex Account# _____

6. YOUR DELIVERY INFORMATION

MAIL COPIES TO:	***FAX COPIES TO:***
NAME	FAX NUMBER
ADDRESS APT. # / SUITE #	
CITY	ATTENTION
STATE AND ZIP	
DAYTIME PHONE #	DAYTIME PHONE #

7. YOUR PAYMENT INFORMATION

Credit Card		***Check or Money Order***
CARD TYPE ☐ VISA ☐ MasterCard ☐ American Express ☐ Discover		Make your check or money order payable to: ***National Archives Trust Fund (NATF)*** Mail your request **with payment** to the address shown in **block 1** at the top of this page.
ACCOUNT NUMBER	EXPIRATION DATE	
NAME ON CARD		
* SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order **can not** be processed if one of these two items is not provided.		

NARA USE ONLY

SEARCHER	DATE	**PAYMENT**:
REMARKS Time:	☐ Review – Date:	☐ Paid Check # _____

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
ORDER FOR COPIES OF
BANKRUPTCY CASES

Copy Packages Available

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. The package price includes a maximum of 20 pages. Copies over the package maximum will be charged per copy. NARA will notify you if the total number of copies will exceed 20 pages.

Entire Case File: Includes all documents in a Business and Individual case file. The package price includes a maximum of 70 pages. Copies over the package maximum will be charged per copy. NARA will notify you if the total number of copies will exceed 70 pages.

Docket Sheet: A list of documents filed in a Bankruptcy case. An outline of the case. The package price includes a maximum of 20 pages. NARA will notify you if the total number of copies will exceed 20 pages.

*** 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 contact the court where the case was closed or filed and make arrangements to review the case at the court location. Or contact NARA at the number provided to discuss other options.	**To make an appointment** *to review the file, call us at*: 816-268-8100, Monday-Friday (excluding Federal holidays), 8:00a.m. to 4:00 p.m. (Central Standard Time) Appointments should be made 24 hours in advance.

General Information

- Use a separate NATF Form 90 for each file you request. Blocks 3-7 must be completed on the order form to perform a search for the file. Please discard this instruction sheet. Allow 3 business days from receipt of payment for processing your order.
- If paying by check or money order, for mailed or fax requests, a separate payment is required for each individual request. If paying by credit card, you may fax your request (order form) to the fax number provided in Block 1.
- You will be notified by NARA, if your package exceeds the page limit; a $0.50 per copy fee will need to be applied for each additional page copied.
- Orders can be sent by overnight delivery (FedEx) at an additional charge.
- Orders can be faxed if the page count is 70 pages or less. All orders exceeding 70 pages will need to be mailed.
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information must be obtained from the Court in which the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide you with documents you request 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.nara.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.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT
A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is 3095-00xx. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.**