

Date Received _____ Charge Check/MO \$ _____

REQUESTER, PLEASE DO NOT WRITE ABOVE THIS LINE

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION – CENTRAL PLAINS REGION – LEE’S SUMMIT

BANKRUPTCY BY FAX/MAIL/COURIER

The National Archives and Records Administration in Lee’s Summit, MO, accepts requests for photocopies of bankruptcy case files. You may request copies of the entire contents of the case file, a package of commonly requested documents, or documents that you select. Payment **must** accompany your request.

Step 1: FOR EACH CASE, obtain the following information from the Court where the case was filed and closed.
PLEASE USE ONLY ONE FORM PER CASE. (This form may be photocopied.)

ACCESSION NUMBER: 021- _____ - _____

NARA LOCATION NUMBERS: Row _____ Unit _____ Shelf _____ Position _____

AGENCY BOX NUMBER: _____

CASE FILE NUMBER: _____ CASE FILE NAME: _____

CITY AND STATE WHERE COURT IS LOCATED: _____

Step 2: The following options are available:

OPTION A: PACKAGE containing documents listed below, from Individual cases only (**no Business cases**).

Cost: \$10.00 (Uncertified). Please note, however, that some bankruptcy cases may not contain all of the documents listed.

All questions concerning the contents of a particular file should be directed to the appropriate Court.

- ▶ Order of Discharge or Order of Dismissal, Final Decree & Trustee’s Report
- ▶ Voluntary Petition (top two sheets)
- ▶ Summary of Debts & Property (assets)
- ▶ List of Creditors (schedules D, E & F or schedules A1, A2 & A3 in older cases)

OPTION B: ENTIRE CASE - All documents of case file of Individuals only (no Business cases).

Cost: \$35.00 (Uncertified). You will be notified and given further options if your request exceeds **70 pages**.

BUSINESS OR ADVERSARY CASE - Bankruptcies that in any way involve a business, even if there is only a statement that an individual was doing business as, formerly doing business as, or was in some way connected with a business (DBA) must be requested from this section.

OPTION C-1. SPECIFIC DOCUMENTS. COST: \$35.00 (Uncertified). A copy of the DOCKET SHEET indicating the case file name and number, and the date and title of the specific documents to be copied must be included with the request form. On the docket sheet, circle the documents that are to be copied. If the Court has already transferred the docket sheet to our facility, see Option C-2. You will be notified and given further options if your request exceeds **50 pages**.

OPTION C-2. DOCKET SHEET. COST: \$10.00 If the docket sheet is stored at our facility, obtain the STEP 1 information for the **docket sheet** from the Court. We will fax or mail the docket sheet to you, so you can mark the documents you need and send it with your request for SPECIFIC DOCUMENTS (OPTION C-1).

OPTION C-3. ENTIRE CASE (BUSINESS OR ADVERSARY) COST: \$50.00 (Uncertified)

You will be notified and given further options if your request exceeds **100 pages**.

CERTIFICATION \$6.00, in addition to copy fee. This service provides you with an attached form stating that all reproductions are a true and correct copy of documents in our custody. It does **NOT** mean that photocopies are sent by certified mail. **The pages are bound together and therefore cannot be returned to you via a fax machine.**

FEDERAL EXPRESS delivery \$7.50, in addition to copy fee.

CASE NUMBER: _____

Step 3: PRINT your name and telephone number.

NAME: _____

DAYTIME PHONE NUMBER (required) (_____) _____ **very important!**

CHOOSE ONE: (mail OR fax)

MAIL DOCUMENTS TO:

NAME / BUSINESS NAME:

ADDRESS:

CITY: _____ STATE: _____ ZIP CODE: _____

FAX DOCUMENTS TO: FAX NUMBER (_____) _____

Name of Business _____ ATTENTION: _____

To pay by credit card, please complete the following:

TYPE OF CREDIT CARD: _____ VISA _____ MASTERCARD _____ NOVUS _____ AMERICAN EXPRESS

ACCOUNT NUMBER _____ **EXP. DATE** _____

CARDHOLDER'S AUTHORIZED SIGNATURE: _____ **(REQUIRED)**

Step 4: SUBMIT REQUEST by FAXING this form to 816-268-8159 or MAILING it to:

National Archives and Records Administration
Central Plains Region
200 Space Center Drive
Lee's Summit MO 64064

General Information: The Central Plains Region-Lee's Summit facility will service requests delivered by the U.S. Postal Service, common courier, or FAX, for photocopies of Bankruptcy case files. **WE DO NOT ACCEPT REQUESTS BY TELEPHONE.**

Orders sent via FAX must be paid by credit card **and** must include cardholder's signature. Orders sent via mail or common courier may be paid by check, money order, or credit card (including cardholder's signature). Checks and money orders should be made payable to NATIONAL ARCHIVES TRUST FUND.

We do not send confirmation that your request was received. However, we normally process requests within three workdays of receipt. **Telephone calls inquiring about the status of your request interrupt those working on your request and will only delay the process.**

YOUR REQUEST WILL BE RETURNED UNSERVICEABLE IF:

- ? The information supplied in Step 1 is incorrect or incomplete.
- ? The name on the case file does not match the name on the case number requested.
- ? Your credit card is not approved, or your check/money order is not made out for the correct cost.
- ? A copy of the DOCKET SHEET for Option C-1 is not included, or if requested items are not clearly marked. REV. AUG 2003