Fax Mail Certify T or N **FRONT OFFICE**
Date Received _____ Charge Check/MO $_____ NREL_____
_____**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:
All options, **except copies returned via fax,** can be certified for an additional fee of $10. This 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.
[ ] Please check the box to the left if you are requesting certification. Cost: $10 in addition to copy fee.

[ ] 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, Order of Dismissal, Final Decree, or Trustee's Report
* Voluntary Petition (Top two sheets)
* Summary of Debts and Property (assets)
* List of Creditors (schedules D, E and F)

[ ] OPTION B: ENTIRE CASE - All documents of case file of Individuals only (no Business cases). Cost: $35.00 (Uncertified) or $45.00 (Certified). You will be notified and given further options if your request exceeds **70 pages**.

[ ] OPTION C: 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: $26.00 (Uncertified) or $36.00 (Certified). 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 mark the documents you need and send it with your request for SPECIFIC DOCUMENTS (OPTION C-1).

{ } OPTION C-3. ENTIRE CASE. COST: $50.00 (Uncertified) or $60.00 (Certified). You will be notified and given further options if your request exceeds **100 pages**.

CASE NUMBER:_____

Step 3: **PRINT** your name, address, and phone number (and fax number if fax service is desired).
Please a check one of the following boxes: **Please Mail [ ]** **OR** **Please Fax [ ]**

NAME:_____

ADDRESS:_____

CITY:_____ STATE____ ZIP CODE_____

DAYTIME PHONE NUMBER (_____) _____

FAX NUMBER (_____)_____

If the records are to be transmitted to a fax machine that **IS NOT** at your location, please list below the name of the business and a voice phone number that we can call in case of transmission problems.
Name of Business_____Voice Phone Number (_____)_____

To pay by credit card, please complete the following:

TYPE OF CREDIT CARD: ___ VISA ____ MASTERCARD ____ NOVUS ____ AMERICAN EXPRESS

ACCOUNT NUMBER_____EXPIRATION DATE _____

Step 4: SUBMIT REQUEST by **FAXING** this form to (816) 478-7623 or **MAILING** it to.

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

General Information

To review Court records at the Central Plains Region, please refer to instructions titled REVIEWING COURT RECORDS.

The Central Plains Region-Lee's Summit will service requests delivered by the U.S. Postal Service, common courier, or FAX for photocopies of Bankruptcy case files. **We do not take requests by telephone.**

Orders sent via FAX must be paid by credit card. Orders sent via USPS or common courier may be paid by check, money order, or credit card. 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. Phone 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 UNSERVICED IF:

1. The information supplied in Step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case number requested.
3. Your credit card is not approved, or your check/money order is for less than your order would cost.
4. A copy of the DOCKET SHEET for Option C-1 is not included, or if requested items are not clearly marked.