

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 (Check One)**

Please follow the steps below to obtain photocopies of your desired BANKRUPTCY request. Payment by check, money order or major credit card.

**STEP 1 CASE INFORMATION-** For each case obtain the information (for the boxes below) **FROM THE BANKRUPTCY COURT** where the case was closed. Your request **cannot** be serviced without the correct information in each of these blocks.

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

<b>CITY WHERE COURT IS LOCATED</b>	<b>FRC ACCESSION NO.</b>  021 -	<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: (NO SUBSTITUTIONS)

Order of discharge, Order of Dismissal, or Final decree

Voluntary Petition

Summary of schedules

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

[ ] A1-MAIL/FAX \$10.00    [ ] A2 **CERTIFIED COPIES (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 (MAIL ONLY) \$41.00

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

**[NO SELECTED DOCKETS]**

**STEP 3**

NAME \_\_\_\_\_

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

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

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

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

**PAYMENT (must be received before we can process your request):**

**By mail:** Check or money order (no copies) 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.

ACCOUNT# \_\_\_\_\_ EXP. DATE \_\_\_\_\_

**PLEASE DO NOT SEND CASH!**

**STEP 4 SUBMIT REQUEST-** To the above address or fax number. **Allow 2-3 business days to process.**

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