

## REQUESTS BY MAIL OR FAX BUSINESS BANKRUPTCY CASE FILES ONLY

The National Archives and Records Administration (NARA) -- Pacific Region (Laguna Niguel) accepts requests for photocopies of business or corporate bankruptcy case files, and forwards the photocopies to the requestor via U.S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of either the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of commonly required documents, or specific **REQUESTED DOCUMENTS** off a docket sheet.

Please follow the 5 steps below to obtain certified or uncertified copies of bankruptcy case files:

### STEP 1 FOR EACH CASE, OBTAIN THE FOLLOWING INFORMATION FROM THE COURT WHERE THE CASE WAS FILED & CLOSED. PLEASE USE ONE FORM PER CASE.

NARA ACCESSION NUMBER <b>021-</b>	AGENCY BOX NUMBER	NARA LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAME	

**STEP 2** Identify whether you want the **ENTIRE CONTENTS** of the case file, the **PACKAGE** of commonly required documents, or specific **REQUESTED DOCUMENTS** off the docket sheet:

*The ENTIRE CONTENTS of the case file.* This option includes ALL of the documents in the requested case file and costs \$50.00 for the first 100 pages and \$.50 per page thereafter.

\*\*\* FAX service is NOT available with this option. \*\*\*

*The PACKAGE containing commonly required/requested documents.* This option includes documents listed below ONLY. The file may not contain all of the documents listed. If you chose the **PACKAGE**, you will receive **ONLY** copies of the listed documents found in the file. All questions concerning file contents should be directed to the appropriate U.S. Bankruptcy Court. The **photocopy** cost of the **PACKAGE** is \$10.00.

- \* Either Order of Discharge, Order of Dismissal, or Final Decree.
- \* Debtor's Voluntary Petition.
- \* Attached Mailing List of Creditors.
- \* Schedule A - Statement of All Liabilities of Debtor, including:
  - a. Schedule A1 (E) - Creditors Having Priority.
  - b. Schedule A2 (D) - Creditors Holding Security.
  - c. Schedule A3 (F) - Creditors Having Unsecured Claims Without Priority.

*REQUESTED DOCUMENTS from the docket sheet.* This option includes specific documents highlighted or otherwise clearly marked on a copy of the docket obtained from the court. All questions concerning file contents should be directed to the appropriate U.S. Bankruptcy Court. The **photocopy** cost of the **REQUESTED DOCUMENTS** is \$35.00 for the first 100 pages and \$.50 per page thereafter.

**CERTIFICATION** is a verification of true, legal copies and costs an additional \$6.00.

**Certification is NOT available with FAX service.**

**FAX SERVICE** is available for the **PACKAGE** or **REQUESTED DOCUMENTS ONLY**. NARA will **ONLY** return the first 50 pages of your request via FAX.

Photocopies in excess of 50 pages will be returned via U.S. Postal Service.

----- FOR NATIONAL ARCHIVES AND RECORDS ADMINISTRATION USE ONLY -----

SEARCHER'S INITIALS	DATE OF SEARCH	SEARCHER'S REMARKS
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**STEP 3** Print your name, mailing address, **AND** telephone number below:

DATE: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

DAYTIME TELEPHONE NUMBER (AREA CODE \_\_\_\_\_) \_\_\_\_\_

FAX MACHINE NUMBER (AREA CODE \_\_\_\_\_) \_\_\_\_\_

TO THE ATTENTION OF: \_\_\_\_\_

**STEP 4** Check the box next to the copy work prices you wish for us to fulfill. We will **ONLY** process the request for the box(es) that you have marked FOR BUSINESS BANKRUPTCY FILES ONLY.

ENTIRE CONTENTS (UP TO 100 PAGES) .....	\$ 50.00	<input type="checkbox"/>
ENTIRE CONTENTS (UP TO 100 PAGES) <b>CERTIFIED</b> .....	\$ 56.00	<input type="checkbox"/>
PACKAGE [MAILED] .....	\$ 10.00	<input type="checkbox"/>
PACKAGE [MAILED] <b>CERTIFIED</b> .....	\$ 16.00	<input type="checkbox"/>
PACKAGE [FAXED] .....	\$ 10.00	<input type="checkbox"/>
REQUESTED DOCUMENTS (UP TO 100 PAGES) .....	\$ 35.00	<input type="checkbox"/>
REQUESTED DOCUMENTS (UP TO 100 PAGES) <b>CERTIFIED</b> .....	\$ 41.00	<input type="checkbox"/>
REQUESTED DOCUMENTS (UP TO 50 PAGES) [FAXED] .....	\$ 35.00	<input type="checkbox"/>

Make checks or money orders payable to: **NATIONAL ARCHIVES TRUST FUND**

**STEP 5** PAYMENT MAY BE IN THE FORM OF A MONEY ORDER, PERSONAL PRE-PRINTED CHECK, VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS.

**PLEASE DO NOT MAIL CASH.**

Mail your payment and/or this completed form to:

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
OFFICE OF REGIONAL RECORDS SERVICES -- PACIFIC REGION  
ATTN: TRUST FUND UNIT  
24000 Avila Road, 1st Floor, East Entrance  
LAGUNA NIGUEL, CA 92677-3497**

Or FAX your request to us at (949) 360-2636, if paying by credit card.

If charging this purchase to your VISA, MASTERCARD, DISCOVER, OR AMEX credit card, please circle the appropriate card above, enter the account number, expiration date, fees authorized, and sign below.

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

TOTAL FEES AUTHORIZED \_\_\_\_\_

SIGNATURE \_\_\_\_\_

\*Signature must be provided to authorize payment by credit card. If signature is not provided, this request will not be processed.

\*\*\*NOTE: MAIL AND FAX REQUESTS WILL NOT BE TAKEN BY TELEPHONE\*\*\*

**YOUR REQUEST AND ANY FEES SUBMITTED WILL BE RETURNED TO YOU IF:**

- a. The information supplied in **STEP 1** is incorrect or incomplete.
- b. The name on the case file does not match the name requested.
- c. You fail to enclose a check or money order or credit card number OR if the amount is incorrect.
- d. Authorization cannot be obtained for the credit card number you supplied.
- e. Clearly marked Docket Sheet for **Requested Documents** is not received.
- f. Your **Entire Case** or **Requested Documents** contains over 100 pages.
- g. Federal agency requests are submitted without proper fees.