

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**

P.O. BOX 6216

501 W. FELIX ST., BLDG. 1, DOCK 1

FT. WORTH, TX 76115

**FAX: 817-334-5630**

**REQUEST FORM for BANKRUPTCY CASES RETURNED by MAIL OR FAX (Please Circle One)**

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

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

**STEP 1 CASE INFORMATION**

For each case, obtain the following information (for the boxes below) **FROM THE DIVISIONAL OFFICE OF THE U. S. 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.**

CITY WHERE COURT IS LOCATED	FRC ACCESSION NO. <b>021 -</b>	FRC LOCATION NO.
CASE FILE NAME(S)	CASE FILE NO.	AGENCY BOX NO.

**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 nonpriority 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]**

**\*\*\*RETURN INFORMATION\*\*\***

**STEP 3 RETURN INFORMATION**

Information needed to process and return your request. (Please print clearly)

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 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**

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

**Telephone: 817-831-5900**