

National Archives and Records Administration
P.O. Box 6216
501 W. Felix, Bldg. 1, Dock 1
Fort Worth, TX 76115

Fax: 817-334-5630

REQUEST FORM for **CIVILOR APPEAL** CASES RETURNED by **MAIL** or **FED EX**

***STEP 1 CASE INFORMATION-**

For each case obtain the following information (for the boxes below) **FROM THE U.S. DISTRICT 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 telephone.**

CITY WHERE COURT IS LOCATED	FRC ACCESSION NO.	FRC LOCATION NO.
CASE FILE NAME (S)	CASE FILE NO.	AGENCY BOX NO.

STEP 2 REQUEST INFORMATION (please choose one)

1. Entire Civil Case (uncertified) \$35.00 -- add \$7.50 for Fed Ex

2. Entire Civil Case (certified) \$41.00 -- add \$7.50 for Fed Ex

(if case exceeds 70 pages, you will be notified - Please, no docket searches!)

We only service the ENTIRE CIVIL CASE, so you may consider other options listed below:

1. You may contact the court that transferred the case and have the court request the case from us. You will then make arrangements to obtain the copies you need from the court.

2. You may make an appointment to review the case at the National Archives at 501 West Felix, Building 1, Fort Worth, Texas 76115 by calling (817) 334-5515. You will need the accession, box and location numbers, case number, and file number and name **BEFORE** making the appointment. The fees for photocopying cases reviewed at our facility are \$.50 per page and \$6.00 per certification. We accept Visa, MasterCard, Discover, and American Express credit cards, personal or business checks, and EXACT change.

3. You may contact a courier service to set an appointment to review the file here at our facility.

If you choose this option, you should make your arrangements directly with them

***STEP 3 RETURN INFORMATION**

Information needed to process and return your request.

NAME _____
ADDRESS _____ FAX # (____) _____
CITY _____ STATE _____ ZIP _____
DAYTIME TELEPHONE NUMBER (____) _____

Payment:

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.

Major credit cards accepted -Mastercard, Visa, Discover & American Express.

CREDIT CARD INFORMATION:

ACCOUNT# _____ EXP. DATE _____

Please do not send cash

***STEP 4 SUBMIT REQUEST TO THE ABOVE ADDRESS OR FAX NUMBER** Rev. June 2002

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