

National Archives and Records Administration  
P.O. Box 6216  
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Fort Worth, TX 76115

Telephone: 817-334-5515 Fax: 817-334-5630

REQUEST FORM for **CIVIL** CASES RETURNED by **MAIL** or **FAX**

**\*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. We cannot accept requests by telephone.**

<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**

Indicate what you want (please check only one).

- ( ) 1. Entire Civil Case (uncertified) \$35.00 -- [ ] return by Fed Ex \$42.50  
( ) 2. Entire Civil Case (certified) \$41.00 -- [ ] return by Fed Ex \$48.50

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

**\*STEP 3 RETURN INFORMATION**

Information needed to process and return your request.

NAME \_\_\_\_\_ **FOR COPIES RETURNED BY FAX:**  
ADDRESS \_\_\_\_\_ FAX # (\_\_\_\_) \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ **Copies will be mailed if over 50 pages.**  
DAYTIME TELEPHONE NUMBER ( ) \_\_\_\_\_

**Payment:**

Make **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. November 2000