

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

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

REQUEST FORM for **CRIMINAL** 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).

**OPTIONS: PACKET INCLUDES: Judgment & Commitment, or Judgment & Probation Order, or Judgment & Sentence, and Indictment.**

- |                                      |         |      |               |         |
|--------------------------------------|---------|------|---------------|---------|
| { } 1. CRIMINAL "PACKET" uncertified | \$10.00 | ---- | [ ] by Fed Ex | \$17.50 |
| { } 2. CRIMINAL "PACKET" certified   | \$16.00 | ---- | [ ] by Fed Ex | \$23.50 |
| { } 3. ENTIRE CASE uncertified       | \$35.00 | ---- | [ ] by Fed Ex | \$42.50 |
| { } 4. ENTIRE CASE certified         | \$41.00 | ---- | [ ] 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 ADDRESS OR FAX NUMBER ABOVE**

Rev. November 2000