

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
P.O. BOX 6216  
501 W. Felix, Bldg 1, Dock 1  
Fort Worth, Texas 76115

PHONE: 817-334-5515  
FAX: 817-334-5630

**REQUEST FORM FOR BANKRUPTCY CASES RETURNED BY MAIL [ ] OR FAX [ ] (Select One)**  
Please follow the steps below to obtain photocopies of your desired BANKRUPTCY request.

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

**STEP 1 CASE INFORMATION:**

Obtain the information (for the boxes below) - for each case **FROM THE BANKRUPTCY COURT WHERE THE CASE WAS CLOSED.**

Your request cannot be serviced without the correct information in each of these blocks:		
CITY WHERE COURT IS LOCATED	FRC ACCESSION NO.	FRC LOCATION NO.
CASE FILED NAME (S)	CASE FILED NO.	AGENCY BOX NO.

**STEP 2 REQUEST INFORMATION:**

**A. PACKAGE** - All of the following documents, NO SUBSTITUTIONS: (20 page limit - You will be notified if it exceeds)

- Voluntary Petition
  - Summary of schedules
  - Order of Discharge, Order of Dismissal, or Final Decree
  - Creditors holding unsecured nonpriority claims (schedules A1, A2, and A3 or schedules D, E, and F)
- [ ] A1 MAIL or FAX \$10.00      [ ] A2 CERTIFIED COPIES (by mail only) \$16.00  
\*\*\* [ ] SEND FED EX - additional \$7.50 OR use my FED EX # \_\_\_\_\_

**B. ENTIRE** - All documents in case, NO SELECTED DOCKETS: (70 page limit - You will be notified if it exceeds)

- [ ] B1 MAIL (only) \$35.00      [ ] B2 CERTIFIED COPIES (by mail only) \$41.00  
\*\*\* [ ] SEND FED EX - additional \$7.50 OR use my FED EX # \_\_\_\_\_

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

**STEP 3**

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ (NO P.O. BOX FOR FED EX)  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
DAYTIME TELEPHONE NUMBER ( ) \_\_\_\_\_  
FAX NUMBER ( ) \_\_\_\_\_ (We will not fax a package over 50 pages, we will mail)

**PAYMENT:** (Faxed copies of checks or money orders can not be accepted as 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.)

**By fax or mail:** Credit card (Select One) MASTERCARD [ ] VISA [ ]  
AMERICAN EXPRESS [ ] DISCOVER [ ]

Credit card # \_\_\_\_\_ 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.