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.

CITY COURT IS LOCATED	FRC ACCESSION NO. 021 -	FRC LOCATION NO.
CASE FILE NAME (S)	CASE FILE NO.	AGENCY BOX NO.

*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 _____
ADDRESS _____
CITY _____ STATE ____ ZIP _____
DAYTIME TELEPHONE NUMBER ( ) _____

FOR COPIES RETURNED BY FAX:
FAX # (____)_____
Copies will be mailed if over 50 pages.

Payment:

By mail: check or money order payable to NATF. 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: 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

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