



National Archives and Records Administration

SOUTHEAST REGION

4712 SOUTHPARK BOULEVARD

ELLENWOOD, GEORGIA 30294

www.nara.gov/regional

September 28, 2010

Dear Clerk of the Court:

Effective October 1, 2010, the National Archives and Records Administration (NARA) will implement several significant changes to the product offerings and fees for copies of U.S. Court packages.

Enclosed you will find updated copies of the standardized Fiscal Year 2011 NATF Series Forms issued by the NARA Trust Fund Office (NATF Form 90; NATF 91; NATF 92; NATF 93). Copies of these updated forms are being distributed to regional facilities across the country, and it is the intent to use these updated forms to replace those previously in service.

Beginning October 1, 2010, these updated NATF Series Forms should be used by the public when requesting U.S. Court documents from the Southeast Region's U.S. Court Reference Program. Please note the following important changes that have occurred since we last distributed the original NATF Series Forms during September 2007:

1. The following Small Packages will be available to the public for a charge of \$35.00:

- **Bankruptcy – Preselected Documents:**
 - **Discharge of Debtor (or Order of Dismissal or Final Decree)**
 - **Voluntary Petition**
 - **Summary of Debts and Property**
 - **Schedules D, E, and F**
- **Bankruptcy – Docket Sheet**
- **Civil – Docket Sheet**
- **Criminal – Preselected Documents:**
 - **Judgment**
 - **Commitment or Probation/Commitment Order or Sentence**
 - **Indictment**
- **Criminal – Docket Sheet**
- **Court of Appeals – Docket Sheet**

2. The following **Large Packages** will be available to the public for a charge of \$90.00:

- **Bankruptcy – Entire Case File (150 page maximum)**
- **Civil – Entire Case File (150 page maximum)**
- **Criminal – Entire Case File (150 page maximum)**
- **Court of Appeals – Entire Case File (150 page maximum)**

Both **Small Packages** and **Large Packages** include the cost of a single reference pull and refile. Prior to Fiscal Year 2008, this charge had been billed to the U.S. Courts as opposed to the individual requester.

3. **NARA – like other Executive Branch agencies – has transitioned from FedEx to UPS. Overnight service remains available for an additional fee of \$25.00.**
4. **Members of the public who choose to schedule an appointment and visit our Public Research Room may flag one or more documents within a case file and request individual copies. This service will cost \$1.00 per page, plus a combination pull and refile fee of \$15.00 per box pulled.**

Please note that our Public Research Room is now open on Tuesdays and Thursdays (7:30 a.m. – 3:00 p.m.). Appointments can be made during regular business hours, Monday through Friday.

5. **In cases when a customer requests to have an entire case file copied, but the file exceeds 150 pages, the transaction will be billed as a Large Package (\$90.00) *plus* a labor charge billed in 15-minute increments (\$22.00 per 15-minutes). Large Packages that exceed one box will also incur a \$15.00 handling fee for each additional box.**

Electronic versions of the updated NATF Series Forms will be available at <http://www.archives.gov/southeast/public/court-records.html>. In addition, the new Fiscal Year 2011 rates will be reflected in Order Online!. For those not familiar with the later service, Order Online! is NARA's automated online ordering system, accessible to members of the public at <http://www.archives.gov/research/order/orderonline.html>.

We ask that you destroy all prior versions of the request forms and make copies of the new forms for distribution to your customers. In addition, please do not modify these OMB approved NARA-generated forms. If you have questions or would like to arrange a tour of our facility, please contact Jason Glover at jason.glover@nara.gov or 404-736-2956.

Sincerely,



FREDERICK ABRAHAMIAN
Director, Federal Records Center

Enclosure

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

ORDER FOR COPIES OF CIVIL CASES

Copy Packages Available

Entire Case File: Includes all documents in a case file.

Docket Sheet: A list of documents filed in a civil action; an outline of the case.

***Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. Certification for fax copies is not available.

General Information

- Use a separate NATF Form 91 for each file that you request. Blocks 3-7 must be completed on the order form to perform a search for the file. Please discard this instruction sheet. Allow 1-3 business days from receipt of payment for processing your order.
- When paying by check or money order for any mailed or fax request, a separate payment is required for each individual request. If paying by credit card, you may fax your request form to the fax number provided in Block 1.
- Orders can be sent by overnight delivery at an additional charge.
- Orders can be faxed if the page count is 25 pages or less. All orders exceeding 25 pages will need to be mailed.
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information must be obtained from the Court in which the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide you with documents you requested, we will refer you to the Court that adjudicated the case.

Questions? Concerns? Contact our Research Room staff toll free at **866-329-6465** or visit us at **www.archives.gov**.

PRIVACY ACT STATEMENT

Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is 3095-0063. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.**

Save time by ordering online: <http://www.archives.gov/research/order/orderonline.html>

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF CIVIL CASES		
1. LOCATION NARA, Southeast Region – U.S. Court Reference Program, 4712 Southpark Boulevard Ellenwood, GA 30294 Fax: (404) 736-2927		2. AREA SERVED Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
3. SELECT COPY PACKAGE (select only one)		
<u>Copy Package Not Certified</u>		<u>Copy Package Certified</u>
<input type="checkbox"/> Entire Case File — \$90.00 (150 page maximum) <input type="checkbox"/> Docket Sheet — \$35.00		(Certification for fax copies is not available) <input type="checkbox"/> Entire Case File Certified — \$105.00 <input type="checkbox"/> Docket Sheet — \$50.00
4. CASE INFORMATION (obtain from the court in which the case was filed)		
COURT LOCATION (city & state)	CASE NAME(S)	CASE NUMBER
TRANSFER NUMBER	BOX NUMBER	LOCATION NUMBER
5. DELIVERY METHOD (select only one)		
<input type="checkbox"/> Fax - 25 page limit <input type="checkbox"/> Mail <input type="checkbox"/> Overnight express (additional \$25.00) or <input type="checkbox"/> Charge Fed Ex Account -# _____ or <input type="checkbox"/> Charge UPS Account -# _____		
6. YOUR DELIVERY INFORMATION		
MAIL COPIES TO:		FAX COPIES TO:
NAME		FAX NUMBER
ADDRESS	APT. # / SUITE #	
CITY		ATTENTION
STATE AND ZIP		
DAYTIME TELEPHONE NUMBER		DAYTIME TELEPHONE NUMBER
7. YOUR PAYMENT INFORMATION		
<u>Credit Card</u>		<u>Check or Money Order</u>
CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		Make your check or money order payable to:
ACCOUNT NUMBER	EXPIRATION DATE	National Archives Trust Fund (NATF)
NAME ON CARD		Mail your request with payment to the address shown in block 1 at the top of this page.
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order <u>can not</u> be processed if one of these two items is not provided.		
NARA USE ONLY		
SEARCHER	DATE	PAYMENT:
REMARKS	<input type="checkbox"/> Review – Date: _____ Time: _____	<input type="checkbox"/> Paid Check # _____

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

ORDER FOR COPIES OF BANKRUPTCY CASES

Copy Packages Available

Pre-Selected Documents (Individual only): Includes the following documents, to the extent that they are contained in the case file: **Discharge of Debtor** (or Order of Dismissal or Final Decree), **Voluntary Petition**, **Summary of Debts and Property**, **Schedules D, E and F** (Note in some jurisdictions Schedules may be listed as A1, A2 and A3). No substitutions will be made for these documents.

Entire Case File: Includes all documents in a Business and Individual case file.

Docket Sheet: A list of documents filed in a Bankruptcy case; an outline of the case.

* **Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. Certification for fax copies is not available.

General Information

- Use a separate NATF Form 90 for each file you request. Blocks 3-7 must be completed on the order form to perform a search for the file. Please discard this instruction sheet. Allow 1-3 days from receipt of payment for processing your order.
- When paying by check or money order for mailed or fax request, a separate payment is required for each individual request. If paying by credit card, you may fax your request form to the fax number provided in Block 1.
- Orders can be sent by overnight delivery at an additional charge.
- Orders can be faxed if the page count is 25 pages or less. All orders exceeding 25 pages will need to be mailed.
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information must be obtained from the Court in which the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide you with documents you requested, we will refer you to the Court that adjudicated the case.

Questions? Concerns? Contact our Research Room staff toll free at **866-329-6465** or visit us at www.archives.gov.

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PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

A Federal agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a current valid OMB control number. The OMB Control No. for this information collection is 3095-0063. Public burden reporting for this collection of information is estimated to be 10 minutes per response. Send comments regarding the burden estimate or any other aspect of the information collection, including suggestions for reducing this burden, to National Archives and Records Administration (NHP), 8601 Adelphi Road, College Park MD 20740. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE ADDRESS INDICATED ON THE FORM ITSELF.**

Save time by ordering online: <http://www.archives.gov/research/order/orderonline.html>

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF BANKRUPTCY CASES		
1. LOCATION NARA, Southeast Region – U.S. Court Reference Program, 4712 Southpark Boulevard Ellenwood, GA 30294 Fax: (404) 736-2927		2. AREAS SERVED Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
3. SELECT COPY PACKAGE (<i>select only one</i>)		
Copy Package <u>Not Certified</u>		Copy Package <u>Certified</u>
<input type="checkbox"/> Pre-Selected Documents — \$35.00 <input type="checkbox"/> Entire Case File — \$90.00 (150 page maximum) <input type="checkbox"/> Docket Sheet — \$35.00		(Certification for fax copies is not available) <input type="checkbox"/> Pre-Selected Documents Certified — \$50.00 <input type="checkbox"/> Entire Case File Certified — \$105.00 <input type="checkbox"/> Docket Sheet — \$50.00
4. CASE INFORMATION (obtain from the court in which the case was filed)		
COURT LOCATION (city & state)	DEBTOR NAME(S)	CASE NUMBER
TRANSFER NUMBER	BOX NUMBER	LOCATION NUMBER
5. DELIVERY METHOD (select only one)		
<input type="checkbox"/> Fax - 25 page limit <input type="checkbox"/> Mail <input type="checkbox"/> Overnight express (additional \$25.00) or <input type="checkbox"/> Charge Fed Ex Account -# _____ or <input type="checkbox"/> Charge UPS Account -# _____		
6. YOUR DELIVERY INFORMATION		
MAIL COPIES TO:		FAX COPIES TO:
NAME		FAX NUMBER
ADDRESS	APT. # / SUITE #	
CITY		ATTENTION
STATE AND ZIP		
DAYTIME TELEPHONE NUMBER		DAYTIME TELEPHONE NUMBER
7. YOUR PAYMENT INFORMATION		
Credit Card		Check or Money Order
CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		Make your check or money order payable to: National Archives Trust Fund (NATF) Mail your request with payment to the address shown in block 1 at the top of this page.
ACCOUNT NUMBER	EXPIRATION DATE	
NAME ON CARD		
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order <u>can not</u> be processed if one of these two items is not provided.		
NARA USE ONLY		
SEARCHER	DATE	PAYMENT:
REMARKS	<input type="checkbox"/> Review – Date: _____ Time: _____	<input type="checkbox"/> Paid
		Check # _____

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

ORDER FOR COPIES OF CRIMINAL CASES

Copy Packages Available

Pre-Selected Documents: Includes the following documents, to the extent that they are contained in the case file: **Judgment, Commitment or Probation/Commitment Order or Sentence, Indictment.** No substitutions will be made for these documents.

Entire Case File: Includes all documents in a case file.

Docket Sheet: A list of documents filed in a criminal case action; an outline of the case.

***Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. Certification for fax copies is not available.

General Information

- Use a separate NATF Form 92 for each file that you request. Blocks 3-7 must be completed on the order form to perform a search for the requested file. Please discard this instruction sheet. Allow 1-3 business days from receipt of payment for processing your order.
- When paying by check or money order for any mailed or fax request, a separate payment is required for each individual request. If paying by credit card, you may fax your request form to the fax number provided in Block 1.
- Orders can be sent by overnight delivery at an additional charge.
- Orders can be faxed if the page count is 25 pages or less. All orders exceeding 25 pages will need to be mailed.
- Request may be returned if the necessary information is not supplied or if the credit card is declined. Case information must be obtained from the Court in which the case was filed.
- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide you with documents you requested, we will refer you to the Court that adjudicated the case.

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Save time by ordering online: <http://www.archives.gov/research/order/orderonline.html>**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
ORDER FOR COPIES OF
CRIMINAL CASES****1. LOCATION**NARA, Southeast Region – U.S. Court Reference
Program, 4712 Southpark Boulevard
Ellenwood, GA 30294
Fax: (404) 736-2927**2. AREA SERVED**Alabama, Florida, Georgia, Kentucky, Mississippi, North
Carolina, South Carolina, Tennessee**3. SELECT COPY PACKAGE** (select only one)**Copy Package Not Certified**

- Pre-Selected Documents — **\$35.00**
 Entire Case File — **\$90.00** (150 page maximum)
 Docket Sheet — **\$35.00**

Copy Package Certified

(Certification for fax copies is not available)

- Pre-Selected Documents Certified — **\$50.00**
 Entire Case File Certified — **\$105.00**
 Docket Sheet — **\$50.00**

4. CASE INFORMATION (obtain from court in which the case was filed)

COURT LOCATION (city & state)	CASE NAME(S)	CASE NUMBER
TRANSFER NUMBER	BOX NUMBER	LOCATION NUMBER

5. DELIVERY METHOD (select only one)

- Fax - 25 page limit Mail Overnight express (additional \$25.00)
or Charge Fed Ex Account -# _____
or Charge UPS Account -# _____

6. YOUR DELIVERY INFORMATION

MAIL COPIES TO:		FAX COPIES TO:	
NAME		FAX NUMBER	
ADDRESS	APT. # / SUITE #		
CITY		ATTENTION	
STATE AND ZIP			
DAYTIME TELEPHONE NUMBER		DAYTIME TELEPHONE NUMBER	

7. YOUR PAYMENT INFORMATION

Credit Card		Check or Money Order
CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		Make your check or money order payable to: National Archives Trust Fund (NATF) Mail your request with payment to the address shown in block 1 at the top of this page.
ACCOUNT NUMBER	EXPIRATION DATE	
NAME ON CARD		
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order <u>can not</u> be processed if one of these two items is not provided.		

NARA USE ONLY

SEARCHER	DATE	PAYMENT: <input type="checkbox"/> Paid Check # _____
REMARKS	<input type="checkbox"/> Review - Date: _____ Time: _____	

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)

ORDER FOR COPIES OF COURT OF APPEALS CASES

Copy Packages Available

Entire Case File: Includes all documents in a case file.

Docket Sheet: A list of documents filed in a Court of Appeals Case; an outline of the case.

* **Certification:** A seal certifying copies to be a valid reproduction of the file. This is available for an additional charge for all packages delivered by mail or express shipping. Certification for fax copies is not available.

General Information

- Use a separate NATF Form 93 for each file that you request. Blocks 3-7 must be completed on the order form to perform a search for the file. Please discard this instruction sheet. Allow 1-3 business days from receipt of payment for processing your order.
- When paying by check or money order for any mailed or fax request, a separate payment is required for each individual request. If paying by credit card, you may fax your request form to the fax number provided in Block 1.
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PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION ORDER FOR COPIES OF COURT OF APPEALS CASES		
1. LOCATION NARA, Southeast Region – U.S. Court Reference Program, 4712 Southpark Boulevard Ellenwood, GA 30294 Fax: (404) 736-2927		2. AREAS SERVED Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
3. SELECT COPY PACKAGE (Select only one)		
Copy Package <u>Not Certified</u>		Copy Package <u>Certified</u>
<input type="checkbox"/> Entire Case File — \$90.00 (150 page maximum) <input type="checkbox"/> Docket Sheet — \$35.00		(Certification for fax copies is not available) <input type="checkbox"/> Entire Case File Certified — \$105.00 <input type="checkbox"/> Docket Sheet — \$50.00
4. CASE INFORMATION (obtain from the court in which the case was filed)		
COURT LOCATION (city & state)	CASE NAME(S)	CASE NUMBER
TRANSFER NUMBER	BOX NUMBER	LOCATION NUMBER
5. DELIVERY METHOD (select only one)		
<input type="checkbox"/> Fax - 25 page limit <input type="checkbox"/> Mail <input type="checkbox"/> Overnight express (additional \$25.00) or <input type="checkbox"/> Charge Fed Ex Account -# _____ or <input type="checkbox"/> Charge UPS Account -# _____		
6. YOUR DELIVERY INFORMATION		
MAIL COPIES TO:		FAX COPIES TO:
NAME	APT. # / SUITE #	FAX NUMBER
ADDRESS		
CITY		ATTENTION
STATE AND ZIP		
DAYTIME TELEPHONE NUMBER		DAYTIME TELEPHONE NUMBER
7. YOUR PAYMENT INFORMATION		
Credit Card		Check or Money Order
CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		Make your check or money order payable to: National Archives Trust Fund (NATF) Mail your request with payment to the address shown in block 1 at the top of this page.
ACCOUNT NUMBER	EXPIRATION DATE	
NAME ON CARD		
SIGNATURE or THREE DIGIT SECURITY CODE (on back of charge card). Order can not be processed if one of these two items is not provided.		
NARA USE ONLY		
SEARCHER	DATE	PAYMENT:
REMARKS	<input type="checkbox"/> Review – Date: _____ Time: _____	<input type="checkbox"/> Paid Check # _____