

REQUESTS BY FAX

The National Archives and Records Administration in Kansas City, MO, accepts requests for photocopies of personal (not business or farming) bankruptcy case-files, and forwards the photocopies to the requestor via fax. Requesters may obtain copies of either the entire contents of the case file or a package of commonly requested documents.

STEP 1. For each case, obtain the following information from the Court where the case was filed and closed. USE ONE FORM PER CASE. (This form may be photocopied.)

ACCESSION NUMBER: _____ NARA LOCATION NUMBERS: _____ AGENCY BOX NUMBER: _____

021 - _____ - _____ Row _____ Unit _____ Shelf _____

CASE FILE NUMBER: _____ CASE FILE NAME: _____

CITY AND STATE WHERE COURT IS LOCATED: _____

STEP 2. Tell us whether you want the entire contents of the case file *or* a package of selected documents.

-] The entire contents of the case file. This option includes all documents in the case file and costs \$35.00 if the file is 60 pages or less. *If the file is greater than 60 pages, we can provide you with paper copies through the mail, but cannot fax it. See the "Requests by Mail" order form for costs and other details.*
-] A "package" containing commonly requested documents. This option includes one or more of the documents listed below. Please check the documents desired. (Note, however, that some bankruptcy cases may not contain all the documents listed. All questions concerning the contents of a particular file should be directed to the appropriate Court.) This "package" costs \$10.00.
 -] Final Decree (and Order of Dismissal or Order of Discharge).
 -] Statement of All Liabilities of Debtor, including Schedules A1 (E), A2 (D), and A3 (F).
 -] Summary of Debts and Property (Assets).
 -] Trustee's No Asset Report.
 -] Debtor's Voluntary Petition.
 -] All of the above.

There is a 24 hour turn-around period on requests. Files are retrieved the NEXT business day and faxed out that afternoon.

Please note that we cannot provide certifications with fax service. If you want to have fax service and a certified copy, we will fax the records to you for the appropriate fee of \$10 or \$35, and will mail you the certified photocopies for the applicable additional charges. (See "Requests by Mail" order form.)

STEP 3. PRINT your name, address, phone number, and fax number.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME TELEPHONE NUMBER, INCLUDING AREA CODE _____

FAX TELEPHONE NUMBER, INCLUDING AREA CODE _____

If the records are to be transmitted to a fax machine which IS NOT at your location, please list below the name of the business and a voice phone number that we can call in case of transmission problems.

STEP 4. Payment may be made by Visa, MasterCard, Discover, American Express, money order, or personal pre-printed check (made payable to the National Archives Trust Fund).

Type of Credit Card _____

Credit Card Number _____

Expiration Date _____

STEP 5. Mail your payment and this completed form to:

National Archives and Records Administration
2312 East Bannister Road
Kansas City, MO 64131-3011

NOTE: If you are paying by credit card, you may fax your request to (816) 926-6235.

If you have any questions about any of these procedures, call (816) 926-7272 between the hours of 8:00 a.m. and 4:00 p.m. Central Time.

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