OMB Control No. 3095-0063 Expires 11-30-2005

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: **Judgement**, **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.

If you **do not** want the **Pre-Selected Documents** or **Entire Case File copied**, please make an appointment to review the file at our facility to select the documents needed, or you may contact the court where the case was closed or filed to make arrangements to review the case at the court location.	**To make an appointment** *to review the file, call us at:* 404-736-2900, Monday–Friday (excluding Federal holidays), 7:30 a.m. to 2:30 p.m. Appointments should be made 72 hours in advance.

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 10 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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- 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 at the number shown above 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.

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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	***Copy Package Certified***
	(Certification for fax copies is not available)
☐ Pre-Selected Documents — **$25.00**	☐ Pre-Selected Documents Certified — **$40.00**
☐ Entire Case File — **$70.00** (150 page maximum)	☐ Entire Case File Certified — **$85.00**
☐ Docket Sheet — **$25.00**	☐ Docket Sheet — **$40.00**

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 ☐ FedEx (additional $25.00) ☐ Charge Fed Ex Account - # _____

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MAIL COPIES TO:	***FAX COPIES TO:***
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CITY	ATTENTION
STATE AND ZIP	
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ACCOUNT NUMBER / EXPIRATION DATE	
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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	☐ Review - Date: Time:	☐ Paid Check # _____