REQUEST FOR COPIES OF ARCHIVED CASE FILES FROM U.S. BANKRUPTCY COURT, SOUTHERN DISTRICT OF FLORIDA
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION (NARA)
BANKRUPTCY CASES – ORDERING INSTRUCTIONS

Expedite your order; submit it online at: https://eservices.archives.gov/orderonline/

NARA receives orders more quickly when you submit them online. NARA will send you an email confirming that they have your request and you will be able to track the order online at no additional cost.

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 of $15.00 for all packages delivered by mail or express shipping. A package may contain a maximum of 150 pages. Each additional 150 pages or part thereof requires an additional certification at an additional charge of $15.00. Certification for faxed and scanned copies is not available.

Instructions

How to Order

- Use a separate NATF Form 90 for each file that you request.
- Steps 1-6 must be completed on the order form to perform a search for the file. Steps 1-6 begin on page 2.
- Provide the case number, transfer number, and box number for the file that you request. You must obtain this information from the Court where the case was filed.
- Please discard this instruction sheet; only return the order form on page 2.

Payment

- When paying by check or money order for your request, a separate payment is required for each individual request. Make your check or money order payable to: National Archives Trust Fund (NATF).
- If paying by credit card, you may fax your request form to the fax number provided in Step 1. Please do not send credit card information via email.
- The Entire Case File option in Step 2 includes up to the first 150 pages. Copies of additional pages are subject to an additional labor charge of $22.00 per 15 minutes of work done. You will be notified of any additional labor charges before they are incurred.

Delivery

- Allow 1-3 work days from receipt of payment for processing your order.
- In addition to photocopies, orders can be faxed and/or scanned. Faxed and scanned orders cannot be certified.
- A valid email address is necessary for electronic transfer via secure FTP site. Download speeds will vary based upon file size and your internet connection.
- Orders can be sent by overnight delivery at an additional charge.
- Requests may be returned if the necessary information is not supplied or if the credit card is declined.
- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide the documents you requested, we will refer you to the Court that adjudicated the case.

- Additional information may be found online: http://www.archives.gov/research/court-records/

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.

REQUEST FOR COPIES OF ARCHIVED CASE FILES FROM U.S. BANKRUPTCY COURT, SOUTHERN DISTRICT OF FLORIDA

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
BANKRUPTCY CASES – ORDER FORM
Save time by ordering online: https://eservices.archives.gov/orderonline/

STEP 1. SELECT THE STATE WHERE THE COURT CASE WAS FILED (select only one)

ADDRESS TO SEND COMPLETED FORM
NARA, Atlanta Federal Records Center - U.S. Court Reference Program
4712 Southpark Boulevard
Ellenwood, GA 30294
Telephone: 404-736-2900; Fax: 404-736-2927
Email: atlanta.reference@nara.gov

AREAS SERVED
Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee

STEP 2. 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 faxed, scanned, & electronic transfer copies is **not available**

- ☐ Pre-Selected Documents Certified — **$50.00**
- ☐ Entire Case File Certified — **$105.00** ***($15.00 per additional 150 pages or part thereof)***
- ☐ Docket Sheet — **$50.00**

STEP 3. CASE INFORMATION (obtain from the court in which the case was filed)

COURT LOCATION (city & state)	DEBTOR NAME(S)	CASE NUMBER
Miami, FL		

TRANSFER NUMBER	BOX NUMBER

STEP 4. DELIVERY OPTIONS (if no selection is made, paper copies will be delivered via mail)

DELIVERY METHOD: (select one)

- ☐ Paper Copies by Mail
- ☐ Fax
- ☐ Scanned on CD/DVD by Mail
- ☐ Electronic Transfer via Secure FTP Site

EXPEDITED DELIVERY: (optional, select one)

- ☐ Overnight express (additional $30.00)
- ☐ Charge FedEx Account
- ☐ Charge UPS Account

STEP 5. YOUR DELIVERY INFORMATION

NAME (or send to the attention of)			DAYTIME TELEPHONE NUMBER (required)
ADDRESS LINE 1			ALTERNATE TELEPHONE NUMBER (preferred)
ADDRESS LINE 2			FAX NUMBER
CITY	STATE	ZIP CODE	EMAIL ADDRESS (for delivery by electronic transfer)

STEP 6. YOUR PAYMENT INFORMATION

Credit Card (please do not send credit card information via email)

CARD TYPE
☐ VISA ☐ MasterCard ☐ American Express ☐ Discover

ACCOUNT NUMBER	EXPIRATION DATE (MM/YYYY)
NAME ON CARD	3 OR 4 DIGIT SECURITY CODE (CVV)
SIGNATURE (Order cannot be processed without a signature unless the 3 or 4 digit security code is provided above)	

Check or Money Order

Make your check or money order payable to:

National Archives Trust Fund (NATF)

Mail your request **with payment** to the address shown in **Step 1**.

NARA USE *ONLY*

RESEARCHER	DATE (DD/MM/YYYY)	
REMARKS	REVIEW – DATE	TIME

PAYMENT PAID
☐ CHECK #