

National Archives and Records Administration

Office of Regional Records Services, Southeast Region (NARA-SE Region)

<http://www.nara.gov>

Request for Copies of Archived Case Files from U.S. Bankruptcy Court, Southern District of Florida

www.flsb.uscourts.gov

Copies Returned by Fax or by Mail

NOTE: This form is to be used only when ordering copies of individual consumer (chapter 7 and 13) files directly from archives located in East Point, Georgia.

You **MUST** contact the court at www.flsb.uscourts.gov or 305-714-1800 for the case locator information needed to complete step 1.

NARA-SE Region will service requests received by FAX, U.S. Postal Service (USPS), or Common Courier (Federal Express, Airborne Express, etc.) for copies of U.S. Bankruptcy Court, Southern District of Florida, Case Files. We do not send confirmation that your FAX order was received. **Orders sent by FAX must be paid by credit card (MASTERCARD or VISA only).** Orders sent by USPS or Common Courier may be paid by credit card, money order, or personal or certified check payable to the National Archives Trust Fund (the maximum personal check is \$100.00). Requests will normally be processed within 24 hours of receipt of payment and full locator information. Please note that copies of documents returned by FAX cannot be certified. Allow at least seven working days before calling to check on a request sent by and to be returned by the USPS. Copies of documents returned by MAIL will be sent by the USPS or UPS at NARA-SE Region's expense, or by Common Courier at the requestor's expense. **Please note that we will not and do not use Airborne Express to return your copies.**

STEP 1 - CASE INFORMATION

For each case obtain the following information from the Bankruptcy Court where the case was closed. Your request cannot be serviced without the correct information. Please use one request form per case.

Court Location (City): Miami, Florida	Case File Name (Debtor):	BK Case File Number:
Accession Number: 021 -	Box Number(s):	Location Number:

STEP 2 - REQUEST INFORMATION Indicate the option desired (please check only one).

OPTION A - BANKRUPTCY PACKAGE - Pre-selected documents from Consumer Bankruptcies (Chapter 7 and 13) only. Consists of the following documents only:

- (1) **Order of Discharge or Order of Dismissal**
- (2) **Debtor's Voluntary Petition** includes the basic petition form and all attachments including schedules D, E, F, and list of creditors.
- (3) **Mailing List Matrix**
 1. () COPIES NOT CERTIFIED \$10.00 (returned by FAX or MAIL).
 2. () COPIES CERTIFIED \$16.00 (returned by MAIL ONLY).

OPTION B - ENTIRE CASE - Consumer bankruptcies (chapter 7 and 13) only. All documents of the case file will be copied - **70 page limit**. Subsequent pages will be subject to a 50 cent per page charge. You will be notified by telephone if your request exceeds the 70 page limit and be given further options at that time, including a request for prepayment based upon the estimated volume to be copied.

1. () COPIES NOT CERTIFIED \$35.00 (returned by FAX or MAIL).
2. () COPIES CERTIFIED \$41.00 (returned by MAIL ONLY).

STEP 3 - COPY RETURN INFORMATION: (PLEASE PRINT)

IF COPIES ARE TO BE RETURNED BY FAX:

Our FAX machine is capable of transmitting 50 pages per transmission. Anything over 50 pages will be transmitted in a subsequent transmission(s) immediately following the first one.

NAME: _____
FAX # (with area code): (____) _____ - _____
DAYTIME PHONE (with area code): (____) _____ - _____

IF COPIES ARE TO BE RETURNED BY MAIL OR COMMON CARRIER:

Prepaid envelope must be included for return by Common Carrier. No P.O. Boxes please.

NAME: _____
ADDRESS: _____
CITY: _____
STATE: _____ ZIP: _____
DAYTIME PHONE (with area code): (____) _____ - _____

STEP 4 - PAYMENT: PLEASE DO NOT SEND CASH

1. Make check or money order **payable to the NATIONAL ARCHIVES TRUST FUND**
(the maximum personal check is \$100.00).

2. Credit card payment must be by MASTERCARD or VISA only.

NAME: _____

ACCOUNT NUMBER: _____

MC VISA

EXPIRATION DATE: _____

STEP 5 - SUBMIT REQUEST

Complete these forms and FAX to: (404) 763-7815, or mail to:

**NARA-SOUTHEAST REGION
TERCs RESEARCH ROOM
1557 ST. JOSEPH AVENUE
EAST POINT, GA 30344**

PROCESSING OF YOUR REQUEST WILL BE DELAYED IF:

1. The information supplied in step 1 is incorrect or incomplete.
2. The name on the case file does not match the name on the case requested.
3. Your credit card is not approved.

YOU WILL BE NOTIFIED BY TELEPHONE OR IN WRITING IF ANY PROBLEMS OCCUR.

If you have any questions about these instructions or would like more information about our services call 404-763-7474, or visit us on the world wide web at <http://www.nara.gov/nara/frc/4ncloc.html>.