



Regional Records Services - Pacific Region

1000 Commodore Drive San Bruno, California 94066-2350

REQUESTS BY MAIL OR FAX BANKRUPTCY CASE FILES ONLY

The Office of Regional Records Services in San Bruno, California, accepts mail/FAX requests for photocopies of **personal bankruptcy** case files, and forwards the photocopies to the requestor via U.S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of either the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of common documents, or specific **REQUESTED DOCUMENTS** from the docket sheet.

Please follow the 5 steps below to obtain certified or uncertified copies of bankruptcy case files:

STEP 1 For each case, obtain the following information from the court where the case was filed and closed.
PLEASE USE ONE FORM PER CASE

FRC ACCESSION NUMBER

AGENCY BOX NUMBER

FRC LOCATION NUMBER

CASE FILE NAME

CASE FILE NUMBER

STEP 2 Identify whether you want the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of common documents, or specific **REQUESTED DOCUMENTS** off the docket (please check ONE):

*The **ENTIRE CONTENTS** of the case file.* This option includes ALL of the documents in the requested case file and costs \$35.00 for the first 70 pages and \$.50 per page thereafter, not to exceed 200 pages total.

*The **PACKAGE** containing commonly requested documents.* This option includes the documents listed below **ONLY**. All questions concerning file contents should be directed to the appropriate Bankruptcy Court. The **total** cost of the **PACKAGE** is \$10.00.

- * Either of the following: Order of Discharge, Order of Dismissal, or Final Decree.
- * Attached Mailing List of Creditors (**NOT SCHEDULES**)

***REQUESTED DOCUMENTS** from the docket sheet.* This option includes specific documents highlighted or otherwise clearly marked on a copy of the docket obtained from the court. All questions concerning file contents should be directed to the appropriate U.S. Bankruptcy Court. The **total** cost of the **REQUESTED DOCUMENTS** is \$35.00 for the first 70 pages and \$.50 per page thereafter, not to exceed 200 pages total.

Check the box to the right if you would like to have your photocopies **CERTIFIED**. Certification is a verification of true, legal copies and costs an *additional* \$6.00 per certification.

Check the box to the right if you would like to have your photocopies returned via **FAX (maximum of 70 pages)**. Photocopies in excess of 70 pages will be mailed to you via USPS.

----- **FOR REGIONAL RECORDS CENTER USE ONLY** -----

SEARCHER'S INITIALS

DATE OF SEARCH

SEARCHER'S REMARKS

STEP 3 Print your name, mailing address, **AND** telephone number below:

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

DAYTIME TELEPHONE NUMBER (Area Code _____) _____

FAX TELEPHONE NUMBER (Area Code _____) _____

STEP 4 Payment may be in the form of a MONEY ORDER, **PERSONAL PRE-PRINTED CHECK**, or **CREDIT CARD**, i.e., VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER/NOVUS. (Please circle type of credit card used).

SUMMARY OF CHARGES:

- ENTIRE CONTENTS** = \$35.00 up to 70 pages
\$ 0.50 per page thereafter (If over 70 pages, we will contact you for the additional fee - 200 pages maximum)
- PACKAGE REQUESTED DOCUMENTS** = \$10.00
= \$35.00 up to 70 pages
\$ 0.50 per page thereafter (If over 70 pages, we will contact you for the additional fee)
- CERTIFICATION** = \$6.00 (Certification not available with FAX service)

Make checks or money orders **payable to: NATIONAL ARCHIVES TRUST FUND (NATF)**

If charging this purchase to your credit card, enter the account number, the expiration date AND your signature below:

CREDIT CARD # _____ EXP. DATE ____ / ____

SIGNATURE _____

STEP 5 Mail your payment and/or this completed form to: **OFFICE OF REGIONAL RECORDS SERVICES
ATTN: COPY REQUEST
1000 COMMODORE DRIVE
SAN BRUNO, CA 94066-2350**

Depending upon workload, requests will normally be processed (file retrieved, documents identified, copies made, and placed in outgoing mail) within three (3) business days of receipt at the Records Center.

******NOTE: REQUESTS WILL NOT BE TAKEN BY PHONE******

Or FAX your request to us at (650) 238-3507 if paying by credit card.

YOUR REQUEST, AND ANY FEES SUBMITTED, WILL BE RETURNED TO YOU IF:

- a. The information supplied in **STEP 1** is incorrect or incomplete.
- b. The name on the case file does not match the name requested.
- c. You fail to enclose a check or money order OR if the amount is incorrect.
- d. Authorization cannot be obtained for the credit card number you supplied.
- e. Clearly marked docket sheet for *Requested Documents* not received.
- f. Federal agency requests are submitted without proper fees.

For Further Information Call 650-238-3500 (Monday through Friday, 7:00 a.m. to 3:30 p.m.)

Ver. Jan2002