

## REQUESTS BY MAIL OR FAX CIVIL AND CRIMINAL CASE FILES ONLY

The National Archives and Records Administration (NARA) -- Pacific Region (Laguna Niguel) accepts requests for photocopies of civil and criminal 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 **CRIMINAL PACKAGE**, or specific **REQUESTED DOCUMENTS** off the docket.

Please follow the 5 steps below to obtain certified or uncertified copies of civil or criminal 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.**

NARA ACCESSION NUMBER <b>021 -</b>	AGENCY BOX NUMBER	NARA LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAME	

**STEP 2 Identify whether you want the ENTIRE CONTENTS of the case file, the CRIMINAL PACKAGE, or specific REQUESTED DOCUMENTS off the docket (please check ALL that apply):**

*The ENTIRE CONTENTS of the case file.* This option includes ALL of the documents in the requested case file and costs \$30.00 for the first 100 pages and \$.50 per page thereafter. FAX service is NOT available with this option.

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

- \* Either the Judgement and Sentence or Probation/Commitment Order.
- \* Either the Indictment, Rule 20, or Information.

*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. District Court. The **total** cost of the **REQUESTED DOCUMENTS** is \$35.00 for the first 100 pages and \$.50 per page thereafter.

*CERTIFICATION* is a verification of true, legal copies and costs an additional \$10.00 . Certification is **NOT** available with FAX service.

*FAX SERVICE* is available for the PACKAGE or REQUESTED DOCUMENTS ONLY, and costs an additional \$5.00. NARA will ONLY return the first 50 pages of your request via FAX. Photocopies in excess of 50 pages will be returned via U.S. Postal Service.

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SEARCHER'S INITIALS	DATE OF SEARCH	SEARCHER'S REMARKS
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**STEP 3** Print your name, mailing address, **AND** telephone number below: DATE: \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

DAYTIME TELEPHONE NUMBER ( AREA CODE \_\_\_\_\_ ) \_\_\_\_\_

FAX MACHINE NUMBER ( AREA CODE \_\_\_\_\_ ) \_\_\_\_\_

TO THE ATTENTION OF: \_\_\_\_\_

**STEP 4** PAYMENT MAY BE IN THE FORM OF A MONEY ORDER, PERSONAL PRE-PRINTED CHECK, VISA, MASTERCARD, DISCOVER, OR AMERICAN EXPRESS.

**PLEASE DO NOT MAIL CASH.**

SUMMARY OF CHARGES:

<b>ENTIRE CONTENTS</b>	= \$30.00 up to 100 pages = \$ 0.50 per page thereafter.
<b>PACKAGE</b>	= \$10.00
<b>REQUESTED DOCUMENTS</b>	= \$35.00 up to 100 pages = \$ 0.50 per page thereafter.
<b>CERTIFICATION</b>	= \$10.00 (Certification NOT available with FAX service)
<b>FAX SERVICE</b>	= \$ 5.00 (Package or Requested Documents ONLY)

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

If charging this purchase to your VISA, MASTERCARD, DISCOVER, OR AMEX credit card, please circle the appropriate card above, enter the account number, expiration date, fees authorized, and sign below.

CREDIT CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_ / \_\_\_\_\_

TOTAL FEES AUTHORIZED \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**STEP 5** Mail your payment and/or this completed form to:  
**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION**  
**OFFICE OF REGIONAL RECORDS SERVICES -- PACIFIC REGION**  
**ATTN: TRUST FUND UNIT**  
**P. O. BOX 6719**  
**LAGUNA NIGUEL, CA 92607-6719**

Or FAX your request to us at (949) 360-2636, if paying by credit card.

**\*\*\*NOTE: MAIL AND FAX REQUESTS WILL NOT BE TAKEN BY TELEPHONE\*\*\***

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

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

To request an appointment to review a file at our facility, call (949) 360-2628 (Monday through Friday, 8:00 a.m. to 4:30 p.m.)