

**National Archives and Records Administration**  
**Office of Regional Records Services, Southeast Region (NARA-SE Region)**  
<http://www.nara.gov>

**Request for Criminal Case File**  
**Copies Returned by Fax or by Mail**

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Please read these instructions first, then follow the steps below to obtain certified or uncertified copies of a CRIMINAL case.

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 US District Court Criminal 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 the 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 District 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):     | Criminal Case File Name: | Criminal Case File Number: |
| Accession Number:<br>021 - | Agency Box Number:       | Location Number:           |

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

**OPTION A - Criminal Package (Pre-selected documents).** Consists of the following documents only: (1) Judgment and Commitment, or Judgement and Probation/Commitment Order. (2) Indictment or Information. You will receive copies of the documents filed in the case and a list of any documents that are missing. All questions concerning file contents must be directed to the District Court.

1. ( ) COPIES NOT CERTIFIED \$10.00
2. ( ) COPIES CERTIFIED \$20.00

**OPTION B - ENTIRE CASE.** All documents of the case file will be copied - **70 page limit**. Subsequent pages will be subject to a 50 cents 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
2. ( ) COPIES CERTIFIED (certification charge \$10.00)

**STEP 3 - COPY RETURN INFORMATION: (PLEASE PRINT)**

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| <b>IF COPIES ARE TO BE RETURNED BY FAX:</b>  |
| NAME: _____                                  |
| FAX (with area code): (____) _____           |
| DAYTIME PHONE (with area code): (____) _____ |

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| <b>IF COPIES ARE TO BE RETURNED BY MAIL OR COMMON CARRIER:</b><br>Prepaid envelope must be included for return by Common Carrier. No PO 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  
RESEARCH ROOM  
1557 ST. JOSEPH AVE.  
EAST POINT GA 30344

*If you want your copies returned via Common Courier, you must include a prepaid envelope with your request. All copies returned via Common Courier are at the requestor's expense.*

**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.

**WE WILL CONTACT YOU 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>.