

National Archives and Records Administration  
Office of Regional Records Services, Southeast Region  
<http://www.nara.gov>

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**Reviewing Court Case Files at the  
National Archives and Records Administration, Southeast Region  
(NARA-SE Region)**

NARA-SE Region, located in East Point, Ga. stores and makes available for public review closed corporate and personal bankruptcy case files from United States Bankruptcy Courts, and civil and criminal case files from the U.S. District and Appellate Courts in the Southeastern Region.

**BY APPOINTMENT ONLY**, public researchers may visit the Region to review case files and obtain certified and/or uncertified photocopies of all or selected case file documents.

APPOINTMENTS ARE SCHEDULED EVERY 15 MINUTES FROM  
8:00 a.m. TO 3:00 p.m.

PHOTOCOPY AND CERTIFICATION COSTS:  
50¢ PER PAGE AND \$10.00 PER CERTIFICATION

**TO OBTAIN AN APPOINTMENT, PLEASE FOLLOW THE STEPS BELOW:**

**STEP 1 - CASE INFORMATION.** For each case, obtain the following information from the U.S. COURT where the case was closed.

Court Location (City):	Case File Name:	Case File Number (Style):
Accession Number: 021 -	Agency Box Number:	Location Number:

**STEP 2 - MAKE AN APPOINTMENT.** Telephone the Region at 404-763-7474 during the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday (except Federal holidays) and give the information obtained in STEP 1 and your name and daytime telephone number. **OBTAIN AN APPOINTMENT** to visit to review the case file(s). Appointments must be made **at least 24 hours in advance of visiting**. *If the case file(s) is not at the Region, or the information provided is incorrect, you must contact the appropriate court for additional information and begin again at STEP 1.*

**STEP 3 - GO TO NARA-SE Region.** Arrive at the appointed time (see travel directions below).

Once at the building, you can review the case file(s) and obtain photocopies of all or selected case file documents at a cost of \$0.50 per page; and obtain certification of the photocopies at a cost of \$10.00 per certification. Fees for photocopy service and certification must be paid in advance. Payment may be made by cash, Visa, Master Card, money order or preprinted personal check (valid identification required). Make checks payable to the **NATIONAL ARCHIVES TRUST FUND**. Photocopy requests of more than 50 pages will either be mailed to you or will be available the following day.

Please note that NARA personnel cannot provide you with legal advice or assistance in selecting specific documents for reproduction. If assistance is needed, you must contact your attorney or the appropriate court for further guidance.

Food, beverages, or children under 16 years of age are not allowed in the research room.

### **TRAVEL DIRECTIONS**

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
SOUTHEAST REGION  
1557 ST. JOSEPH AVENUE  
EAST POINT, GEORGIA 30344

TELEPHONE: 404-763-7474

NARA-SE Region is located approximately one mile south of Atlanta near Interstate 75-85.

- Travel on Interstate 75-85.
- Exit Interstate 75-85 at Georgia highway 166 West.
- Go west approximately 1 mile and exit at Main Street / East Point / Ft. McPherson.
- Turn right (twice) onto Main Street (U.S.29) going south following the green signs reading "National Archives Center".
- Proceed 6 blocks, turn right on Newnan St., then left on St. Joseph Ave.

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>.