

Federal Records Center - Seattle

6125 Sand Point Way, NE Seattle, Washington 98115-799 FAX (206) 526-6575

REQUEST FOR COPIES FROM CIVIL AND CRIMINAL FILES BY MAIL OR FAX

The Seattle Federal Records Center (FRC) accepts requests for photocopies from civil / criminal case files and forwards the photo copies to the requestor by first class mail, express or fax. Requestors may obtain photocopies by selecting from the options described below. **Please note that fax options are limited.** Requests will be processed within three (3) business days of receipt

Please follow Steps 1 through 5, below. to obtain copies of documents from 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 a separate form for each case.

FRC ACCESSION NUMBER 021 -	AGENCY BOX NUMBER	FRC LOCATION NUMBER
CASE FILE NUMBER	CASE FILE NAME	

STEP 2 Identify whether you want the entire contents of the case file, or the criminal package (PLEASE CHECK ONLY 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 100 pages and \$.50 per page thereafter. No fax service available for this option - mail or overnight express delivery only.
- The CRIMINAL PACKAGE** containing two commonly requested documents. This option includes only the documents listed below (no substitutes accepted) All questions concerning file contents should be directed to the appropriate U.S. District Court. The cost of the criminal package option is \$10.00 . Fax service available (20 page maximum)

* The Judgement and Sentence or Probation / Commitment Order.

* The Indictment or Rule 20:

FAX OPTION: Check the box to the left and provide a fax number if you want photocopies returned by fax at no additional charge. Available only for orders totaling 20 pages or less; all others will be mailed .(This option does NOT expedite order processing time)

FAX TELEPHONE NUMBER: Area Code (_____) _____ Attn: _____

OVERNIGHT EXPRESS DELIVERY OPTION

Check the box to the right if you want your photocopied documents returned by overnight (next business day) express delivery. Must provide street address; P.O.box not acceptable. This option costs an additional \$4.00

CERTIFICATION OPTION: Check the box to the right if you want your photocopied documents certified. Certification is a verification of true, legal copies and costs an additional \$10.00. NOT AVAILABLE BY FAX.

STEP 3

Print your name, mailing address (overnight express requires a street address, and telephone (s) below:

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
DAYTIME PHONE # ()		FAX # ()

STEP 4

Payment may be in the form of a money order, pre-printed check, credit card or debit card.

SUMMARY OF CHARGES:

ENTIRE CONTENTS = \$35.00 up to 100 pages;
\$0.50 per page thereafter
(If over 100 pages we will contact you for the additional fee)

CRIMINAL PACKAGE = \$10.00

OVERNIGHT-EXPRESS= \$4.00

CERTIFICATION = \$10.00

Make checks or money orders payable to: **National Archives Trust Fund, or NATF.**

If charging this purchase to a credit card, enter the type of card, the account number, the expiration date, and cardholder's signature below.

Type of Card	Card #	EXP DATE:
SIGNATURE		

STEP 5

Mail your payment and/or this completed form to:

**NARA, NATF
FEDERAL RECORDS CENTER
6125 SAND POINT WAY, NE
SEATTLE, WA 98115-7999**

Or if paying by credit card, you may fax your request to us at (206) 526-6575 or call it in to us at (206) 526-6504 between the hours of 8:30 a.m and 4:00 p.m, Pacific time. Monday through Friday: Please allow three (3) business days for completion

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. Federal agency requests are submitted without proper fees.