

*National Archives & Records Administration - Waltham, Massachusetts
Request Form for Obtaining Copies of Bankruptcy Cases*

Area served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Case Information			Delivery Method	✓
Court Location	Case Name(s)	Case Number	FAX	
			Mail	
Accession number	Box number	Location Number	Pick-Up	
			FEDEX	
Searcher	Date		Payment	✓
			Paid	
Remarks			Payment Due	

Order Information

Please check the package desired.

Package A – Pre-Selected Documents. Individual or Business cases.

- Copies not Certified \$10.00
- Copies Certified \$16.00

Documents included:

- Discharge of Debtor
- Voluntary Petition
- Summary of Debts and Property
- Schedules A through J

Package B – Entire Case File, Individual. 70 page limit.

- Copies not Certified \$35.00
- Copies Certified \$41.00

Package C – Entire Case File, Business. 100 page limit.

- Copies not Certified \$50.00
- Copies Certified \$56.00

Package D – Specific Documents. Business or Adversary cases. 70 page limit.

- Copies not Certified \$35.00
- Copies Certified \$41.00

A copy of the case docket sheet must be included with the request form. Please circle the document(s) to be copied.

Package E – Docket Sheet.

- Copies not Certified \$10.00
- Copies Certified \$16.00

Copy Return Information

1. Mail copies to:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Daytime telephone number (with area code): _____

2. FAX copies to:

Fax number (with area code): _____

Attention of: _____

Daytime telephone number (with area code): _____

Submit Completed Request

Mail to:

NARA, Northeast Region – Boston
Research Room
380 Trapelo Road
Waltham, MA 02452-6399

Fax to:

781-647-8112

Payment

1. Make check or money order payable to: NATF. The maximum personal check is \$100.00.
2. We accept most major credit cards.

IMPORTANT INFORMATION

1. Your order will be processed the next business day after receipt of payment.
2. If your package exceeds the page limit, you will be charged \$.50 per copy for each additional page copied.
3. Orders can be sent by overnight delivery (FEDEX) at the requestors expense.
4. Questions? Concerns? Contact our Research Room staff at 781-647-8766, Monday – Friday (excluding Federal holidays), 7:30 am to 4:30 pm.

Credit Card Payment Information

Card type: _____

Name on card: _____

Account number: _____

Expiration date: _____

National Archives & Records Administration - Waltham, Massachusetts
Instructions for Reviewing Court Cases On-Site

Area served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

For each case you must obtain the following information from the court where the case was closed.

Court Location	Case File Name(s)	Case File Number
Accession Number	Box number	Location number

Scheduling an Appointment

Telephone the Research Room at 781-647-8766. Tell the attendant that you wish to schedule an appointment to review a court case file and provide the following information:

1. The case information from the table above.
2. Your name and a daytime telephone number (including area code).

Please do not travel to the facility without having called in advance because the case file(s) you wish to review will not be available for you.

Appointments are available Monday through Friday (except Federal holidays) between 7:30am and 4:00pm. Please allow one workday from the time of your call for the processing of your request(s). **Please call 781-647-8766 before departing for the facility to confirm that the case file has been located and is available for viewing.** If the record is not at the facility, or if any of the case information provided is incorrect or incomplete, you will need to re-contact the appropriate court for correct or additional information and provide it to the research room attendant. Also, please call if you need to reschedule your appointment since all case files are refiled within two working days.

Arriving at NARA - Waltham, MA

Upon arrival at the facility, you will be required to check in with the security guard and issued a visitors badge. You will be escorted to the research room to conduct your review. Only paper and pencil, laptop computers, or portable audio recording devices may be used for note taking. Briefcases, pocketbooks, bags, or any other storage devices are excluded and must be checked into a locker or returned to your vehicle. Eating, drinking, or smoking are not permitted in the research room. **Individuals, other than law enforcement officials on government business, are not permitted to bring firearms into the research room.** Please take these restrictions into consideration when planning your visit.

Copying and Certification

You must review and identify the pages you wish to have copied. The research room can provide limited assistance in identifying pages that you need. All questions regarding file contents must be directed to the appropriate court. You will need to decide if you want your copies certified and must be prepared to pay for copying and/or certification prior to the copies being made.

Service Fees:

\$0.50 per page for copies
\$6.00 per certification

Payment

1. Make check or money order payable to: NATF. The maximum personal check is \$100.00.
2. We accept most major credit cards.

NO PHOTOCOPYING WORK WILL BE PERFORMED AFTER 4:00PM.

**DIRECTIONS TO THE
NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
380 TRAPELO ROAD
WALTHAM, MA 02452**

The facility is located approximately 15 miles west of Boston and 2.8 miles east of Interstate 95 (Route 128) in the suburb of Waltham.

From the **north** on I-95 take Exit 28, Trapelo Road, Belmont/Lincoln. Take a **left** off the exit ramp (towards Belmont) and follow straight on Trapelo Road for 2.8 miles. From the **south** on I-95 take Exit 28A, Trapelo Road, Belmont. Take a **right** off the exit ramp and proceed as above. The facility is a one story building located on the right side of the road. The name **National Archives and Records Administration** appears on the building facade and there is a roadside sign with the name **Frederick C. Murphy Federal Center** adjacent to the driveway. There is only one entrance to the building. As you enter the lobby, the security guard will be straight ahead.