National Archives and Records Administration – Great Lakes Region
7358 South Pulaski Road, Chicago, Illinois 60629
Access and information Services (A.I.S.)

REQUEST FOR BANKRUPTCY COURT RECORDS

(A separate form for each request is required)

The records center – Great Lakes Region (Chicago), a regional depository of the National Archives and Records Administration, Provides storage and reference services for non – current records of Federal courts in Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin. It is not part of the U.S. court system. We service approximately 20,000 reference request for the public each year on the 210,000 c.f. of court records in our custody.

1. CASE FILE INFORMATION

To view or request copies of court records stored at the regional records center in Chicago, you need the following information. Without it we are unable to locate the case file you request. This information is available from the court where the case was closed. It is recommended that you schedule an appointment to view a criminal and civil court case.

(f) Case File Name(s) _____
(g) Case File Number _____
(h) Accession Number _____
(i) Location _____
(j) Agency Box Number _____

3. TO VIEW THIS RECORD

To view records at this facility, you must have an appointment. Please call (773) 948-9030 between 8:30 a.m. and 4:30 p.m. Monday through Friday to schedule an appointment. Appointments are scheduled between 8:30 a.m. and 4:00 p.m. Monday through Friday. Our facility is closed Saturdays, Sundays, and Federal holidays. Persons viewing records in person may request document copies at $.50 Per page. The person viewing the records accomplishes the document search. Attendants are on duty to photocopy selected pages. Each certification is an additional $6.00.

3. MAIL SERVICE

We accept mail requests for the reproduction of Bankruptcy case files. The package fee is $35.00 For up to 70 pages. Bankruptcy case files are not usually voluminous. Limited staff and the complexity of the records Prevents us from searching for specific documents. It is likely that the case you request will not exceed the 70 Page limit. Each additional copy over 70 is an additional $.50. You will be notified if the case exceeds the Package limit. Each certification is an additional $6.00. For your convenience, copies can be mailed directly to you, your attorney, or a specified business. To order by mail, complete item (1) above, add the Address and payment information below, and mail to the address provided at the bottom of the page.

Mail Copies to: Name _____
Address _____
City _____ State _____ Zip _____
Daytime Phone _____ Alternate Phone _____

FORM OF PAYMENT: CHECK ( ) MONEY ORDER ( ) CREDIT CARD ( )
Cardholder's Name _____
Account Number _____ Expiration Date _____
Cardholder's Signature _____

Make checks and money orders payable to NATIONAL ARCHIVES TRUST FUND. Do not send cash.

SUBMIT REQUEST TO: Federal Records Center – Great Lakes Region: ATTN: A.I.S. 7358 South Pulaski Road; Chicago, IL 60629; or FAX (773) 948-9051.