

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

Request Rec.  
Date/Time

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

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

**Order Information**

Please check the package desired.

**Package A - Copy of Entire Civil Case File. 70 page limit.**

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

**\* If you do not need or want the entire case copied, you can make an appointment to review the file at our facility by calling toll free at 866-329-6465, Monday – Friday (excluding Federal holidays), 7:30 am to 4:30 pm. You can also contact the court where the case was tried and make arrangements to review the case at that court.**

**Package B – Docket Sheet.**

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

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State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime telephone number: (\_\_\_\_\_) \_\_\_\_\_

**2. FAX copies to:**

Fax number: (        ) \_\_\_\_\_

Attention: \_\_\_\_\_

Daytime telephone number: (        ) \_\_\_\_\_

**Submit Completed Request**

**Mail to:**

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

**Fax to:**

781-663-0153

**Payment**

1. Make check or money order payable to: NATF.
2. We accept most major credit cards.

**IMPORTANT INFORMATION**

1. If your package exceeds the page limit, you will be charged \$.50 per copy for each additional page copied.
  2. Orders can be sent by overnight delivery (FEDEX) at the requestor's expense.
  3. Questions? Concerns? Contact our Research Room staff toll free at 866-329-6465, Monday – Friday (excluding Federal holidays), 7:30 am to 4:30 pm.
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