

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
 ROCKY MOUNTAIN REGION
 P.O. BOX 25307
 DENVER, CO 80225
 U.S. Bankruptcy Court for the District of New Mexico
 Bankruptcy records order form for facsimile and/or mail-order copies



Case Location Information:

Case Name: _____ **Case Number:** _____

Accession #: _____ **Location #:** _____ **Box #:** _____

Select one of the following options, then, completely fill out **Requestor Information:**

Fax Package Information: (Copies will be faxed)
 Option 1. "The Package"- includes photocopies of the following documents or their equivalent:
 Discharge; Debtor's Voluntary Petition; selected schedules (list of creditors and amendments.) No substitutions. 25-page limit.
Cost: \$10
 Option 2. "Whole File"- includes photocopies of all documents in a case file up to 70 pages. No designation of pages in larger cases allowed. **Cost: \$35**

Mail-Order Package Information:
 Option 3. "The Package"- includes the same features as Option 1, to the left. **PLEASE SEE BELOW**
Cost: \$10
 Option 4. "The Package with Certification"- same as Option 1, but also includes certification of records.
Cost: \$16
 Option 5. "Whole File"- includes photocopies of all documents in the case file. (We will call to provide an estimate.)
Cost: \$0.50 per page
 Option 6. "Whole File with Certification"- includes photocopies of all documents in a case file plus a certification of records. (We will call to provide an estimate.)
Cost: \$0.50 per page plus \$6 for certification of Records.

REQUESTOR INFORMATION:

Name: _____
 Address: _____
 City, State, ZIP: _____
 Daytime Phone: _____
 FAX Number: _____
 Credit Card #: _____
 Expiration Date: _____
 Visa() MasterCard() American Express()
 Discover() No Other Cards Accepted

"I approve up to: \$50 \$75 \$100
 without confirmation"

Fed Ex Priority Service? Yes No
 If "Yes", use credit card # above? Yes No
 or:
 Fed Ex Account #: _____

Additional Information

*Fax this form to the National Archives and Records Administration at **(303) 407-5707** or, if enclosing check or money order, mail to **NARA** at the address at the top of this form. **Payment** must be made payable to the **National Archives Trust Fund or NATF.**

*Complete the Fed Ex portion of this form if that service is requested.

*We will try faxing 3 times only. It will take 2 to 5 days to completely process your request.
Duplicate faxing may incur additional charges.

Do not reduce the size of this form.