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Entire Case File: Includes all documents in a case file.

Docket Sheet: A list of documents filed in a criminal case action; an outline of the case.

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If you **do not** want the **Pre-Selected Documents** or **Entire Case File copied**, please make an appointment to review the file at our facility to select the documents needed, or you may contact the court where the case was closed or filed to make arrangements to review the case at the court location.

To make an appointment to review the file, call us at: 817-551-2000, Monday–Friday (excluding Federal holidays), 8:00 a.m. to 4:00 p.m.

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- Please note that contents of recent cases may be in both electronic and paper form. If NARA cannot provide you with documents you requested, we will refer you to the Court that adjudicated the case.

Questions? Concerns? Contact our Research Room staff at the number shown above or visit us at www.archives.gov.

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Collection of this information is authorized by 44 U.S.C. 2108. Disclosure of the information is voluntary; however, we will be unable to respond to your request if you do not furnish your name and address and the minimum required information about the records. The information is used by NARA employees to search for the record; to respond to you; to maintain control over information requests received and answered; and to facilitate preparation of internal statistical reports. If you provide credit card information, that information is used to bill you for copies.

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**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
ORDER FOR COPIES OF
CRIMINAL CASES****1. LOCATION**

NARA, Southwest Region — 1400 John Burgess Drive
Fort Worth, Texas 76140
Fax: (817) 551-2037
Email: tercs.ftworth@nara.gov

2. AREA SERVED

Texas, Arkansas, Oklahoma, Louisiana

3. SELECT COPY PACKAGE (select only one)**Copy Package Not Certified**

- Pre-Selected Documents — **\$25.00**
 Entire Case File — **\$70.00** (150 page maximum)
 Docket Sheet — **\$25.00**

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- Pre-Selected Documents Certified — **\$40.00**
 Entire Case File Certified — **\$85.00**
 Docket Sheet — **\$40.00**

4. CASE INFORMATION (obtain from court in which the case was filed)

COURT LOCATION (city & state)	CASE NAME(S)	CASE NUMBER
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