

NATIONAL ARCHIVES-FORT WORTH, TEXAS

VIEWING DISTRICT OR BANKRUPTCY COURT CASE FILES

Please follow the steps below to view civil, criminal, or bankruptcy case files from federal courts located in Texas, Oklahoma, Arkansas, or Louisiana at the National Archives, 501 West Felix St., Fort Worth. Texas 76 115

STEP 1 CASE INFORMATION

For each case obtain the following information from the court where the case was closed. We will not be able to pull your request without correct information in each of these blocks.

CITY WHERE COURT IS LOCATED	FRC ACCESSION NO. 021-	FRC LOCATION NO.
CASE FILE NAME (S)	CASE FILE NO.	AGENCY BOX NO.

STEP 2 MAKE AN APPOINTMENT

Once a researcher has obtained the required information (see table above), call 817-334-5515 between 8:00-4:00 p.m., Central Time, to make an appointment to view the files. Appointments are not available on the same day that a researcher calls and are scheduled on a first-come, first-made basis. Appointments are scheduled in thirty minute and one hour blocks or appointments may be made for all day (9:00 a.m.-3:00 p.m.). Researchers who are late for scheduled appointments may have to wait for the first available appointment time after their scheduled time. Researchers who fail to show on the day of the scheduled appointment will need to reschedule for another day. Please do not bring small children who must be supervised since the children may not sit in our research areas.

STEP 3 VERIFYING THAT THE FILES ARE AVAILABLE, IN OUR FACILITY

The staff member who takes your request will inform a researcher when a person should call our office to confirm that the file has been located and is available for research. By calling to confirm that the file has been located, researchers will avoid time-consuming and frustrating trips to our facility because the incorrect information to locate the file was given or the file has been returned to the federal court.

Directions to the National Archives-Southwest Region:

Our building is located in building 1 of the Federal Center, 501 W. Felix Street, which is approximately six miles south of downtown Fort Worth and one-half mile west of I-35 W. Take the Felix Street exit from I-35W and go west approximately one-half mile. The Federal Center is located on the south side of the street (to your left). From I-20, take the Hemphill exit and go north to the red light at Hemphill and Felix streets where you turn right on Felix Street from Hemphill Street. The gate to the Federal Center is located immediately on your right after the turn. Stop at the front guard gate to obtain a pass that should be placed on the dash of your car. You will need to show your drivers license and proof of insurance to the guard. Return the gate pass at the gate when you exit the facility. Once you are in the Federal Center, our building (building one) is located at the end of the first street to your left. Free parking is available across the street. The sign showing which entrance to be used for court appointments is located on the front lawn as you face the building. Please sign in at the

front desk and inform the receptionist that you wish to view a court case that has been pulled for you. You also need to sign out when you leave the building

STEP 4 OBTAINING COPIES

To obtain copies of individual documents, a researcher will use the small colored paper tabs to identify the documents to be copied by our staff. If the entire case is to be copied, the researcher should indicate so. Large photocopy orders may not be available on the same day as they are ordered. Please allow sufficient time to review the case **and** obtain copies.

Charges:

The National Archives-Southwest Region charges fifty cents per page and ten dollars for each certification. Photocopies cannot be certified by our staff after the copies have left the building. The National Archives certification is recognized by federal and state courts and agencies.

Payment:

We cannot make change for cash sales of photocopies. Please have exact change. If payment is being made by check, please make it payable to NATIONAL ARCHIVES TRUST FUND. We also accept MASTER CHARGE OR VISA cards.