

**INSTRUCTION FORM FOR ON-SITE REVIEW  
OF UNITED STATES COURTS CASE FILES  
AT THE NATIONAL ARCHIVE AND RECORDS ADMINISTRATION,  
OFFICE OF REGIONAL RECORDS SERVICES  
MID-ATLANTIC REGION, PHILADELPHIA**

The National Archives and Records Administration, Mid-Atlantic, Mid-Atlantic Regional Office (NARA), formally known as the Federal Records Center, Philadelphia (FRC), stores approximately 1,500,000 boxes of inactive and semi-active records for all of the Federal agencies in Pennsylvania and Delaware. In addition, the facility also stores the closed case files of the U.S. District Courts and U.S. Bankruptcy Courts located in the states of Maryland, Virginia, West Virginia, as well as Pennsylvania and Delaware. These files are available for public research. The National Archives and Records Administration has a courtesy agreement with the courts to provide counter reference service to the public in lieu of mailing the case files to the court. This is to avoid any delay in providing public access to the files. Mail service to the court is still available - including express mail service at the requestor's expense - in instances where researchers are unable to visit the facility in person.

To review and/or copy a case file(s) at the facility, you **MUST** do the following:

**STEP 1: PLEASE USE ONE FORM PER CASE.**

Obtain the following information from the Court where your case(s) were filed and closed.  
Without **ALL** of the information listed below, our staff will not be able to locate your records.

COURT LOCATION:                      CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

FRC ACCESSION NUMBER: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

FRC LOCATION NUMBER: \_\_\_\_\_

AGENCY BOX NUMBER: \_\_\_\_\_ OF \_\_\_\_\_

NAME OF REQUESTER: \_\_\_\_\_

DAYTIME TELEPHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

**Requestor:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Fax your request to: \_\_\_\_\_

Federal Records Center  
Att: Trust Fund Reference  
(215) 671-8001

FAX: ( \_\_\_\_\_ ) \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

\*\*\*\*\*FOR USE BY NATIONAL ARCHIVE AND RECORDS ADMINISTRATION\*\*\*\*\*

NARA SEARCHER'S INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

SEARCHER'S REMARKS \_\_\_\_\_