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**	☐
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Please check the package desired.

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*** 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.**

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Research Room
380 Trapelo Road
Waltham, MA 02452-6399

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1. **If your package exceeds the page limit, you will be charged $.50 per copy for each additional page copied.**
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