

National Archives & Records Administration - Waltham, Massachusetts
Request Form for Obtaining Copies of Criminal Cases

| |
|---------------------------|
| Request Rec. Date/Time |
|---------------------------|

Area served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

| Case Information | | | Delivery Method | <input type="checkbox"/> |
|-------------------------|--------------|-----------------|------------------------|--------------------------|
| Court Location | Case Name(s) | Case Number | FAX | |
| | | | Mail | |
| Transfer number | Box number | Location Number | Pick-Up | |
| | | | FEDEX | |
| Searcher | Date | | Payment | <input type="checkbox"/> |
| | | | Paid | |
| Remarks | | | Payment Due | |
| | | | | |

Order Information

Please check the package desired.

Package A – Pre-Selected Documents.

- Copies not Certified \$10.00
- Copies Certified \$16.00

Documents included:

- Judgement
- Commitment or Probation/Commitment Order or Sentence
- Indictment

Package B – Specific Documents. 60 page limit.

- Copies not Certified \$30.00
- Copies Certified \$36.00

A copy of the case docket sheet must be included with the request form. Please circle the document(s) to be copied.

Package C – Entire Case File. 70 page limit.

- Copies not Certified \$35.00
- Copies Certified \$41.00

Package D – Docket Sheet.

- Copies not Certified \$10.00
- Copies Certified \$16.00

Copy Return Information

1. Mail copies to:

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Daytime telephone number: (_____) _____

2. FAX copies to:

Fax number: (_____) _____

Attention: _____

Daytime telephone number: (_____) _____

Submit Completed Request

Mail to:

NARA, Northeast Region – Boston
Research Room
380 Trapelo Road
Waltham, MA 02452-6399

Fax to:

781-663-0153

Payment

1. Make check or money order payable to: **NATF**.
2. We accept most major credit cards.

IMPORTANT INFORMATION

1. **If your package exceeds the page limit, you will be charged \$.50 per copy for each additional page copied.**
2. **Orders can be sent by overnight delivery (FEDEX) at the requestor's expense.**
3. **Questions? Concerns? Contact our Research Room staff toll free at 866-329-6465, Monday – Friday (excluding Federal holidays), 7:30 am to 4:30 pm.**

Credit Card Payment Information

Card type: _____

Name on card: _____

Account number: _____

Expiration date: _____