



National Archives and Records Administration

7358 S. PULASKI ROAD

CHICAGO, IL 60629

www.archives.gov/FRC

September 12, 2011

Clerk of the Court
U.S. District Court
801 W. Superior Ave Suite 100
Cleveland, Ohio 44113

Dear Clerk of the Court,

As of October 1, 2011, the National Archives and Records Administration (NARA), Federal Records Center-Chicago, at 7358 S. Pulaski Road, Chicago, IL will no longer provide on-site court case review services to the public. This change applies to all closed case files that remain in the legal custody of the court but are physically stored at the NARA, Chicago facility.

NARA will continue to provide copies of court case files directly to the customer online or by mail/fax/e-mail. Public customers seeking copies of court case files directly from NARA should do the following:

To order court records online:

1. Visit the National Archives "Order Online" page (<https://eservices.archives.gov/orderonline>).
2. Click on "Order Reproductions," then "Court Records."
3. Select the appropriate court (Bankruptcy, Civil, Criminal, or Court of Appeals).
4. Follow the onscreen prompts to set up an account and place the order.

To order court records via mail/fax/e-mail:

1. Visit the National Archives Court Records information page (<http://www.archives.gov/research/court-records>).
2. Download and complete the appropriate request form (Bankruptcy, Civil, Criminal, or Court of Appeals).
3. Mail/fax/e-mail the form to the appropriate facility (see page 2 of the request form for contact information).

Revised copies of all NARA court records request forms are located on the above-referenced National Archives Court Records Information page (<http://www.archives.gov/research/court-records>). **Please discontinue the use of all previous editions of these forms.**

Please note that fees to obtain copies of court records from NARA's Federal Records Centers will not change under this new policy. Public customers seeking to review court cases will need to contact the court directly to arrange to review the case file at the court.

For more information, please see the press release on this new policy (<http://www.archives.gov/press/press-releases/2011/nr11-171b.html>). If you have any questions about this policy change, please contact me at 773-948-9000 or at pamela.wegner@nara.gov

A handwritten signature in black ink that reads "Pamela A. Wegner". The signature is written in a cursive, flowing style.

PAMELA A. WEGNER
Director, Records Center Operations