United States District Court
Northern District of Texas

The FRC cannot process any request without the following information:

- ✗ City where court is located
- ✗ FRC accession number
- ✗ FRC location number
- ✗ Style of the case
- ✗ Case number
- ✗ Agency box number

This information can be obtained by contacting the U.S. District Clerk's Office where the case was closed.

Federal Records Center
501 West Felix Street
Building 1
Fort Worth, TX 76115

Phone
817/334-5632

FAX
817/334-5630

U.S. District Court
Northern District of Texas
1100 Commerce, #14A20
Dallas, TX 75242

How to get case file information from the Federal Records Center

Nancy Doherty
Clerk of Court

ATTACHMENT XXV

The Federal Records Center (FRC) stores case files that have been closed for more than two years. Call the FRC at 817/334-5632 if you have any questions regarding the services they provide.

1 ***Viewing Case Files at the FRC*** - Case files are available for viewing at the FRC between 9:00 a.m. and 2:30 p.m. Monday - Friday ***by appointment only***. There is no fee for viewing files. Appointments should be made at least one day in advance and are scheduled in 30 minute increments. To schedule an appointment, call 817/334-5515 ext. 221. The FRC is located at 501 West Felix Street, Building 1, Fort Worth, Texas.

For a fee of $25.00, you may have a case file sent to the U.S. District Clerk's Office for viewing. Contact the U.S. District Clerk's Office for more information.

The FRC and U.S. District Clerk's Office charge $ .50 per page for copies. You may make arrangements with the Clerk's contracted copy service if you choose to have the file sent to the U.S. District Clerk's Office. Certification is also available through the FRC and U.S. District Clerk's Office for a fee of $5.00 per document.

2 ***Requests for Copies*** - Requests for copies of case file information must be made in writing and submitted by mail or FAX. ***Requests by phone will not be accepted.***

◆ ***Requests by Mail*** - Requests should be mailed to: Federal Records Center, P.O. Box 6261, Fort Worth, TX 76115, Attention: Trust Fund Photo. You should receive your copies 3 - 5 days after the FRC receives your request. If you want your copies returned via courier, you must include a prepaid courier envelope with your request. All courier expenses are the requestor's responsibility.

◆ ***Requests by FAX*** - If you are not requesting more than 60 pages, you may make your request for documents and/or receive your documents by FAX. The FRC's FAX number is 817/334-5630. Please allow 1 - 2 days to receive your copies. Payment must be made using Visa or MasterCard only. Copies returned by FAX cannot be certified.

◆ ***Requesting Documents*** - When requesting ***documents*** from a case file, you will need a copy of the docket sheet (or other document) with the style of the case, case number, and the title of the specific document(s) you want copied clearly marked. Docket sheets are available on PACER, or at the U.S. District Clerk's Office.

◆ ***Request Options*** - You may choose from the following options when requesting documents/ files from the FRC. Copy charges are included in the flat fee.

OPTION	FEE
✗ Civil Requested Documents I ***Certified, returned by mail***	$30.00
✗ Civil Requested Documents II ***Non-certified, returned by FAX***	$26.00
✗ Criminal Packet I ***Certified, returned by mail***	$7.00
✗ Criminal Packet II ***Non-certified, returned by FAX***	$7.50
✗ Criminal Requested Documents I ***Certified, returned by mail***	$15.00
✗ Criminal Requested Documents II ***Non-certified, returned by FAX***	$13.00
✗ Entire Civil Case File I ***Certified, returned by mail***	$55.00
✗ Entire Civil Case File II ***Non-certified, returned by FAX***	$50.00
✗ Entire Criminal Case File I ***Certified, returned by mail***	$25.00
✗ Entire Criminal Case File II ***Non-certified, returned by FAX***	$30.00

If your request exceeds 200 pages you must make an appointment to view the file at the FRC or pay a $25.00 fee and have it sent to the U.S. District Clerk's Office.

3 ***Payment Methods*** - The FRC accepts checks/money orders (payable to National Archives Trust Fund), Visa, and MasterCard. Do not send cash. You may pay with cash at the FRC, but you must have the exact amount. The FRC cannot make change.