

Regional Records Services --- Pacific Region

1000 Commodore Drive, San Bruno, California 94066-2350

REVIEW OF U.S. COURT RECORDS AT THE OFFICE OF REGIONAL RECORDS SERVICES

Please read these instructions CAREFULLY and follow the steps below to schedule an appointment to review bankruptcy, criminal or civil court records at the National Archives and Records Administration Office of Regional Records Services in San Bruno, California. Directions to the Records Center are on the reverse of this form.

Records may be reviewed BY APPOINTMENT ONLY. The Records Center provides on-site photocopying and certification services for a fee. Original records MAY NOT be removed from the Records Center. *If you wish to obtain copies by mail or FAX, please call (650) 238-3502 for available services.*

To serve you efficiently, you must provide some basic items of information to the Records Center. This information is available only from the court where the case was filed and closed. By following the steps below, you will save time and avoid inconvenience.

STEP 1: OBTAIN CASE INFORMATION

For each case, obtain the following information *from the court where the case was filed and closed.*¹ Your request can not be serviced without all of this information. *Please use one form per case.*

CITY WHERE COURT IS LOCATED	FRC ACCESSION NUMBER 021-	FRC LOCATION NUMBER
CASE FILE NAME	CASE FILE NUMBER	AGENCY BOX NUMBER

STEP 2: CALL FOR AN APPOINTMENT

Telephone (650) 238-3460 between 7:00 A.M. and 3:30 p.m., Monday through Friday (except federal holidays) and tell the receptionist you wish to schedule an appointment to review a U.S. Court record. You will have to provide the following information:

- < The case information obtained in STEP 1; and
- < Your name and daytime telephone number.

Do not travel to the Records Center without scheduling an appointment because the case file(s) you wish to review will not be available. You must allow at least 24 hours for an appointment. Prior to arrival for your appointment, you must call to confirm that your case is available. The case file may be charged back to the court, or the information you provided may have been incorrect.

STEP 3: ARRIVE AT THE APPOINTED TIME

Once at the Records Center, you may review the file and identify the pages you wish to have copied by the Records Center staff. You may not take the case file apart. Regulations for the public use of records in or held by the National Archives and Records Administration are available from the receptionist.

¹ To obtain information for Eastern District of California bankruptcy cases filed and closed in the Sacramento Division, call (916) 930-4400; to obtain information for cases filed and closed in the Fresno Division, call (559) 498-7217; and to obtain information for cases filed and closed in the Modesto Division, call (209) 521-5160.

STEP 4: OBTAIN PHOTOCOPIES OF DOCUMENTS *(If you wish to obtain copies by mail or FAX, please call (650) 238-3502 for available services.)*

You must identify the pages you wish to have copied. Records Center staff are not trained in court procedures and can provide only limited assistance in identifying the pages you need. They cannot accept responsibility for identifying the documents you require, nor do they give technical information regarding file content or court actions. All questions regarding file content must be directed to the court where the case was filed and closed.

Photocopies of selected documents will be made by Records Center staff at a cost of \$0.50 per page. You may have your photocopies certified for an additional \$6.00 per certification. Documents can not be certified once they have been removed from the premises.

Fees are due before the copies are made. The Records Center accepts cash, money orders, pre-printed personal checks (with proper identification), VISA, MASTERCARD, AMERICAN EXPRESS and NOVUS credit cards. Checks and money orders must be made payable to the **NATIONAL ARCHIVES TRUST FUND (NATF)**. No copies will be made after 4:00 p.m. Depending on workload, photocopies of more than 50 pages will either be mailed to you or will be available for pick-up the following day.

TRAVEL DIRECTIONS

The National Archives and Records Administration Office of Regional Records Services is located approximately 12 miles south of San Francisco at 1000 Commodore Drive in San Bruno, California.

BY CAR

From San Francisco

Proceed south on Highway 101 and exit at San Bruno Avenue West. Drive west on San Bruno for two miles, crossing El Camino Real, to Cherry Avenue. Turn right on Cherry and go north three blocks (just past the I-380 overpass), then turn right on Commodore Drive. The Records Center is two blocks down on the left, just after a school.

OR

Proceed south on I-280, exiting at Sneath Lane. Go east on Sneath to the second traffic light. Turn right on Cherry Avenue, then left on Commodore Drive for two blocks.

From the South

Exit Highway 101 at San Bruno Avenue and proceed west for two miles, crossing El Camino Real to Cherry Avenue. Turn right on Cherry and go north three blocks. Just past the I-380 overpass, turn right on Commodore Drive. The Records Center is two blocks down on the left, just after a school.

OR

Exit I-280 at San Bruno Avenue, proceeding east for one block. Turn left on Cherry Avenue and go north three blocks. Just past the I-380 overpass, turn right on Commodore Drive. The Records Center is two blocks down on the left, just after a school.

BY PUBLIC TRANSPORTATION

Bus

The nearest bus stop is the intersection of El Camino Real and Sneath Lane. Several lines stop there. For route and schedule information, call SamTrans at 800-660-4287 or visit www.samtrans.com. From El Camino and Sneath, walk one block west on Sneath (away from Tanforan Mall) to Cherry Avenue (the first traffic light). Turn left on Cherry, walk one block to the stop sign, and turn left again on Commodore. The Records Center front entrance will be on your left.

Caltrain

The facility is about one mile from the San Bruno station. For route and schedule information, call Caltrain at 800-660-4287 or visit www.caltrain.com. From the San Bruno station, exit through the west gate. Go west on Herman Street to its intersection with Huntington Avenue. Follow Huntington north and west as it curls around Tanforan Mall. At the intersection of Huntington and Sneath Lane, follow Sneath west to El Camino Real. From El Camino and Sneath, walk one block west on Sneath (away from Tanforan Mall) to Cherry Avenue (the first traffic light). Turn left on Cherry, walk one block to the stop sign, and turn left again on Commodore. The Records Center front entrance will be on your left.

BART

The Records Center is about one-half mile from the San Bruno BART station. For fares and schedules visit www.bart.gov. From the station, walk west on Sneath Lane to El Camino Real. From El Camino and Sneath, walk one block west on Sneath (away from Tanforan Mall) to Cherry Avenue (the first traffic light). Turn left on Cherry, walk one block to the stop sign, and turn left again on Commodore. The Records Center front entrance will be on your left.