

Office of the Clerk
United States Bankruptcy Court
Eastern District of California

**Notice Concerning Access to Bankruptcy and Other Court Case Files at
NARA's Pacific Region - San Francisco, Federal Records Center**

September 28, 2011

The National Archives and Records Administration (NARA) has announced that it will no longer provide on-site court case review services to the public at its Federal Records Centers because records can easily be ordered electronically and it is no longer cost-effective to operate satellite research rooms to provide access to these records. This change applies to all closed bankruptcy, civil, criminal, and court of appeals case files that remain in the legal custody of the courts but are physically stored at a Federal Records Center. The effective date at the Pacific Region - San Francisco Federal Records Center located at 1000 Commodore Drive in San Bruno, California is October 1, 2011.

After October 1, 2011, the Federal Records Center will continue to provide copies of court case files directly to the public using their current mail/fax/e-mail order services.¹ To order Eastern District of California court records via mail/fax/e-mail from the Federal Records Center in San Bruno:

1. Visit the National Archives Court Records information page (<http://www.archives.gov/research/court-records/bankruptcy.html>);
2. Download and complete the bankruptcy case order form (**NATF Form 90**); and
3. Mail/fax/e-mail the form to the **NARA Pacific Region, San Francisco** facility in San Bruno, California (See page 2 of the bankruptcy case order form for contact information.).

For questions and information concerning fax/mail/e-mail order services call the Federal Records Center at 650-238-3500 or e-mail sanbruno.reference@nara.gov.

Copies of court records can also be ordered online.² 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 "Bankruptcy Cases," then an item; and
4. Follow the onscreen prompts to set up an account and place your order.

Public customers wishing to review closed Eastern District of California bankruptcy case files stored at the Federal Records Center in San Bruno can do so at the court. The court will retrieve the file from the Federal Records Center for you to review. To access these records in person, call the appropriate divisional office to make arrangements.

Sacramento Division
(916) 930-4400

Modesto Division
(209) 521-5160

Fresno Division
(559) 499-5800

Please note that fees to obtain court records from the Federal Records Center will not change under this new policy. Consequently, public customers will be charged \$45 by the court for retrieval of the record from the Federal Records Center.

¹ You must provide the state and city in which the court is located, the debtor(s) name(s), the case number, transfer number, box number, and location number when ordering. This information is available from the court .

² The information listed in footnote 1 must also be provided when ordering online.