



UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF MISSOURI
THOMAS F. EAGLETON U.S. COURTHOUSE
111 SOUTH TENTH STREET, FOURTH FLOOR
ST. LOUIS, MISSOURI 63102

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CLERK OF COURT

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FILES SENT TO THE NATIONAL ARCHIVES

The U.S. Bankruptcy Court in St. Louis, MO maintains closed case files for approximately one year after the closing date of the case, or as long as storage space is available to house the files. Case files, together with corresponding Adversary files, are then shipped to the National Archives and Records Administration in Kansas City, MO for storage. TO RETRIEVE A FILE OR OBTAIN COPIES FROM ONE OF THESE FILES, THE FOLLOWING PROCEDURES MAY BE FOLLOWED:

A. TO RETRIEVE A FILE FROM ARCHIVES– THE FILE WILL BE RETURNED TO THE COURT FOR YOUR REVIEW SO THAT COPIES CAN BE MADE FROM THE FILE.

- (1) Request the file by case number, if known, and debtor(s) name. This may be done in person or by written request to the Court.
- (2) If the Court retrieves the file for you, a check or money order for \$35.00 must be sent in advance and made payable to : Clerk, U.S. Bankruptcy Court.
- (3) You will be notified by the Court when the file comes in from the Archives. The file will be held for ten days prior to returning it to the Archives.

NOTE: If you would like the Court to make copies of selected documents for you, the request should identify the documents you want copied. When the file is received from Archives, we will notify you of the number of pages in your request and amount due for copy work. The Court charges \$.50 per copied page if we make the copies.

B. TO REQUEST COPIES OF THE CASE FILE DIRECTLY FROM THE ARCHIVES IN KANSAS CITY, THE FOLLOWING PROCEDURES SHOULD BE FOLLOWED: (Note: Multi-volume or business cases must be returned to the Court for copying.)

- (1) Write, call or come in to the Court to obtain the “location information” of the file which is stored at the National Archives. Give the debtor(s) name and case number, if known. There is no fee for the Court to provide this “location information” of the case file, however, it is necessary to obtain this “location information” from the Court prior to requesting a file from the archives.
- (2) Be sure to include in your request the name and address where the copies of the file should be sent, AND THE DAYTIME PHONE NUMBER where you can be reached.
- (3) The “location information” of the file will be provided to you on a specific request form which must be sent to the National Archives at the address indicated on the form. Please be sure to complete the form according to your needs. You may request the entire contents of the file be copied or the package containing commonly requested documents. Fees for these services are reflected on the request form which will be sent to you.
- (4) The National Archives in Kansas City, MO will accept charges to your MasterCard or Visa as payment of this copy work.

(Revised July, 2001)