

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF SOUTH CAROLINA

ARCHIVE RETRIEVAL REQUEST FORM

This form is used to request that the United States Bankruptcy Court for the District of South Carolina retrieve a case file from the National Archive & Records Administration (NARA). This case file can then be viewed at the Clerk's Office in our Columbia location.

Please complete the following information (Type or Print)

Case Information of Case to Retrieve:

Case/Adversary Number: _____

Case/Adversary Closing Date: _____

Debtor(s) / Parties _____

Your Contact Information:

Last Name: _____ First Name: _____ Middle Initial: _____

Company (if applicable) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Email address (if applicable): _____

You must complete this form and mail it to the following address;

U.S. Bankruptcy Court
ATTN: Archive Retrieval Request
1100 Laurel Street
Columbia SC 29201-2423

Along with the **required retrieval fee**. Please refer to the [Schedule of Fees](#) on the Court's website to determine the retrieval fee. The court will contact you when the case has been received for viewing at our Columbia Courthouse. A copy fee applies when requesting copies at the time of viewing. Retrieval of a closed case takes approximately 7-10 days. If the requestor has not viewed the case within the 14 days, or has not made arrangements within 14 days, the case will be returned to NARA.

FOR COURT USE ONLY	
Box	_____
Accession	_____
Location	_____