

**UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF IOWA**

**ARCHIVE RETRIEVAL REQUEST FORM**

This form is used to request that the United States Bankruptcy Court for the Northern District of Iowa 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 Cedar Rapids location.

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**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): \_\_\_\_\_

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

U.S. Bankruptcy Court  
Northern District of Iowa  
111 7th Avenue SE, #1  
Cedar Rapids, IA 52401

A **required retrieval** is required. 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 Cedar Rapids 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.

<b>FOR COURT USE ONLY</b>
Box _____
Accession _____
Location _____