

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

Federal Records Center Appointment Request

You can review court case files at Kansas City Federal Records Center located at:

2312 East Bannister Road
Kansas City, MO 64131
Telephone: (816) 926-7272

The Federal Records Center (FRC) in Kansas City, MO, accepts requests and makes available for public review closed corporate and personal bankruptcy, civil and criminal case files from the US District and Bankruptcy Courts in the states of Iowa, Kansas, Missouri and Nebraska. Certain case files from the state of Minnesota, North Dakota and South Dakota are also available. **By appointment only**, researchers may visit the FRC to review case files and obtain photocopies of selected documents.

STEP 1.

For each case, obtain the following information from the Court where the case was filed and closed. **USE ONE FORM PER CASE.** (The form may be photocopied.)

ACCESSION NUMBER: 021-_____-_____
FRC LOCATION NUMBERS: Row _____ Unit _____ Shelf _____ Position _____
AGENCY BOX NUMBER: _____
CASE FILE NUMBER: _____
CASE FILE NAME: _____

CITY AND STATE WHERE COURT IS LOCATED:

STEP 2.

Print your name, address and phone number.

NAME _____
ADDRESS _____
CITY _____
STATE _____
ZIP CODE _____
DAYTIME TELEPHONE NUMBER INCLUDING AREA CODE (____) ____-_____

STEP 3.

Transmit this information to the FRC by telephoning (816) 926-7272 between the hours of 8:00am and 4:00pm (Central Time) Monday – Friday (except Federal holidays). You may also fax this form to (816) 926-6235 or mail it to the FRC at the above address. The FRC will set up an appointment for you to review the case file. Appointments are scheduled to occur between 8:00am and 3:00pm Monday – Friday (except Federal holidays). Appointments must be made at least 24 hours in advance.