

# U.S. Court Records and the Federal Record Centers

After a federal case is closed, the documents are held by Federal Courts themselves for a number of years then are stored at a designated Federal Records Center (FRC). ([www.archives.gov/frc/](http://www.archives.gov/frc/))

When case records are sent to an FRC, the boxes of records are assigned accession, location, and box numbers. These numbers, which are called **case locator information**, **must be obtained from the originating court and are necessary to retrieve documents from the FRC**. Some courts will provide case locator information over the telephone, but other courts may require a written request. This information is now available on PACER in certain judicial districts. The Federal Records Centers with corresponding states are listed as follows:

## **Anchorage Records Facility**

Regional Records Services Facility

654 W 3rd Ave

Anchorage, AK 99501-2145

**Phone:** 907-261-7820

**Fax:** Anchorage Records Facility

**URL:**

<http://www.archives.gov/facilities/ak/anchorage.html>

**Holds records for courts from these states:** Alaska  
(most civil and criminal records)

## **Atlanta Records Facility (Ellenwood)**

Regional Records Services Facility

4712 Southpark Blvd

Ellenwood, GA 30294

**Phone:** 404-736-2820 main

**Fax:** Atlanta Records Facility (Ellenwood)

**URL:** <http://www.archives.gov/southeast/public/court-records.html>

**Holds records for courts from these states:** Alabama, Georgia, Florida, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee

## **Boston Records Facility (Waltham)**

Regional Records Services Facility

380 Trapelo Rd.

Waltham, MA 02452-6399

**Phone:** 781-663-0375

**Fax:** Boston Records Facility (Waltham)

**URL:** <http://www.archives.gov/facilities/ma/boston.html>

**Holds records for courts from these states:**  
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont

## **Chicago Records Facility**

Regional Records Services Facility

7358 South Pulaski Road

Chicago, IL 60629-5898

**Phone:** 773-948-9030 bankruptcy, 773-948-9000 over 30 recs.

**Fax:** Chicago Records Facility

**URL:** <http://www.archives.gov/facilities/il/chicago.html>

**Holds records for courts from these states:** Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. See Dayton for recent Ohio bankruptcy records.

## **Dayton Records Facility**

Regional Records Services Facility

3150 Springboro Rd

Dayton, OH 45439-1883

**Phone:** 937-425-0609

**Fax:** Dayton Records Facility

**URL:** <http://www.archives.gov/facilities/oh/dayton.html>

**Holds records for courts from these states:** Ohio  
(Bankruptcy records: Northern District-1993 forward; Southern District-1995 forward)

## **Denver Records Facility**

Regional Records Services Facility

PO Box 25307, Denver Federal Center

Denver, CO 80225-0307

**Phone:** 303-407-5700

**Fax:** Denver Records Facility

**URL:** <http://www.archives.gov/facilities/co/denver.html>

**Holds records for courts from these states:** Colorado, Montana, New Mexico, North Dakota, South Dakota, Utah and Wyoming

## **Fort Worth Records Facility**

Regional Records Services Facility

PO Box 6216

Fort Worth, TX 76115-0216

**Phone:** 817-831-5900

**Fax:** Fort Worth Records Facility

**URL:**

[http://www.archives.gov/facilities/tx/fort\\_worth.html](http://www.archives.gov/facilities/tx/fort_worth.html)

**Holds records for courts from these states:** Arkansas, Louisiana, Oklahoma and Texas

## **Lee's Summit (Missouri) Records Facility**

Regional Records Services Facility

200 Space Center Dr

Lee's Summit, MO 64064-1182

**Phone:** 816-268-8100

**Fax:** Lee's Summit (Missouri) Records Facility

**URL:**

[http://www.archives.gov/facilities/mo/lees\\_summit.html](http://www.archives.gov/facilities/mo/lees_summit.html)

**Holds records for courts from these states:** Now houses records from Bayonne, NJ for New Jersey, New York, Puerto Rico and Virgin Islands. See Kansas City location for Midwestern states

**Lenexa (Kansas) Records Facility**

Regional Records Services Facility

17501 W. 98th, Suite 47-48

Lenexa, KS 66219

**Phone:** 913-563-7600**Fax:** Lenexa (Kansas) Records Facility**URL:** <http://www.archives.gov/central-plains/lenexa/>**Holds records for courts from these states:** Iowa, Kansas, Missouri and Nebraska. See Lee's Summit location for records transferred from Bayonne for New Jersey, New York, Puerto Rico and Virgin Islands**Northeast Philadelphia Records Facility**

Regional Records Services Facility

14700 Townsend Rd.

Philadelphia, PA 19154-1096

**Phone:** 215-305-2000, 305-2020**Fax:** Northeast Philadelphia Records Facility**URL:**[http://www.archives.gov/midatlantic/fed\\_agency\\_services/fed\\_agency\\_services.html](http://www.archives.gov/midatlantic/fed_agency_services/fed_agency_services.html)**Holds records for courts from these states:** Delaware, Maryland, Pennsylvania, Virginia and West Virginia (some older Maryland, Virginia, and West Virginia cases may be found at the Washington, DC facility)**Riverside (Perris) Facility**

Regional Records Services Facility

23123 Cajalco Road

Perris, CA 92570-7298

**Phone:** 951- 956-2011**Fax:** Riverside (Perris) Facility**URL:**<http://www.archives.gov/pacific/riverside/index.html>**Holds records for courts from these states:** Arizona, Southern California counties (Imperial, Inyo, Kern, Los Angeles, Orange, Riverside, San Bernardino, San Luis Obispo, Santa Barbara and Ventura), and Clark County Nevada**San Francisco Records Facility (San Bruno)**

Regional Records Services Facility

1000 Commodore Drive

San Bruno, CA 94066-2350

**Phone:** 650-238-3500, 238-3488**Fax:** San Francisco Records Facility (San Bruno)**URL:**[http://www.archives.gov/facilities/ca/san\\_francisco.html](http://www.archives.gov/facilities/ca/san_francisco.html)**Holds records for courts from these states:** All Northern California counties, Hawaii, Nevada (except counties covered by the Las Vegas Division), and American Samoa**Seattle Records Facility**

Regional Records Services Facility

6125 Sand Point Way NE

Seattle, WA 98115-7999

**Phone:** 206-336-5115**Fax:** Seattle Records Facility**URL:** <http://www.archives.gov/facilities/wa/seattle.html>**Holds records for courts from these states:** Idaho, Oregon, Washington and Alaska (bankruptcy and some civil and criminal records)**Washington National Records Center (Suitland, MD)**

Regional Records Services Facility

Use courier address for all mail

Suitland, MD, 20746

**Phone:** 301-778-1600**Fax:** Washington National Records Center (Suitland, MD)**URL:** <http://www.archives.gov/facilities/md/suitland.html>**Holds records for courts from these states:** District of Columbia; all military bases; some older case records from Maryland, Virginia and West Virginia