



Federal Records Center - Denver

P.O. Box 25307 Denver, Colorado 80225

U.S. Court Cases Instructions for Reviewing and Obtaining Copies From the Federal Records Center

Closed Court cases from seven states: North Dakota, South Dakota, Wyoming, Utah, New Mexico, Montana and Colorado are stored at the Federal Records Center (FRC) in Denver. There are several steps you will need to follow to review a court case that has been retired to the FRC.

STEP 1

Obtain all of the following information from the U.S. Court where your case(s) were filed and closed:

Case file number: _____
Case file name: _____
FRC accession number: _____
FRC location number: _____
Agency box number: _____

STEP 2

Once you have obtained the above information, telephone the FRC at 303-407-5700. Give the FRC staff member the following information:

1. The FIVE items you obtained in STEP 1.
2. Your name and daytime telephone number.
3. Name of the reviewer if different from the telephone requester.
4. Day and time you wish to review the case.

Cases cannot be viewed without an appointment. Arrange for an appointment for the hours between 8:00am and 3:30pm Monday through Friday. The FRC closes at 4:00pm and is not open Saturday, Sunday or on federal holidays. Finally, the FRC needs at least 24 hours to service your request before the records can be made available for your review.

STEP 3

Call to confirm that your records are available for review.

- Allow AT LEAST 24 HOURS before calling to confirm.
- The telephone number is the same, 303-236-0804.

STEP 4

If your records are ready for review, come to the FRC at your scheduled appointment time.

- If you cannot make your scheduled appointment, please call to reschedule.
- If you do not arrive for your appointment, your records will be returned to file after five days and you will have to begin again at **STEP 1**.

STEP 5

At the FRC, you will be asked to review, identify and count the pages you wish copied.

Charges: \$.50 per page for copies
 \$10.00 for certification for each case file (if you require certification).

The FRC accepts cash, money orders or pre-printed personal checks.

SPECIAL MAIL OR TELEPHONE SERVICE:

If you wish to have a copy of an ENTIRE CASE FILE, you need not visit our facility:

- Complete STEP 1 above.
- Call or write the FRC, explain that you wish the entire case file copied, certified (If necessary), and mailed. Supply all the information from STEP 1.
- Provide a complete mailing address.
- Call the FRC at least 24 hours later to obtain the copying cost (\$5.00 minimum).
- Once the payment is received, the case will be copied and mailed.

DIRECTIONS TO THE DENVER FEDERAL RECORDS CENTER:

The Federal Records Center is located in the Denver Federal Center, Building 48, at the corner of 5th Street and North Avenue. The FRC can be reached by taking West 6th Avenue to Kipling Street. Go South on Kipling to Main Avenue. Continue on Main Avenue to 5th Street. The FRC will be the last building on the right. See the attached map.

PLEASE HAVE A PICTURE I.D. READY TO PRESENT TO THE GUARD AT THE GATE ON MAIN AVENUE.