

Accessing Appellate Case Records Retired to the Custody of the Federal Records Center

As of December 01, 2013¹, if case documents you are interested in viewing are not available through CM/ ECF and the PACER docket indicates a case has been closed, the following options are available:

1. Contact the court (312-435-5850) with the case number and let them know you wish the case record be temporarily transferred back to the courthouse.

The following fees will apply: Record Retrieval - \$64 per record
Document Reproduction - \$00.50 per page

2. Contact the court (312-435-5850) so that you may order the record online at the following website:

[https:// eservices.archives.gov/ orderonline/ start.swe?SWECmd=Start&SWEHo=es ervices.archives.gov](https://eservices.archives.gov/orderonline/start.swe?SWECmd=Start&SWEHo=eservices.archives.gov)

To order records through this website you must get the following information² from the court:

Case Name (*if you don't already know it*)

Accession Number (*referred to as transfer number by the website*) Box
Number Location Number

The following fees will apply³: Entire case record : \$90
Docket Sheet : \$35.00

¹

As of October 1, 2011, the National Archives and Records Administration no longer offers case record viewing at the local Federal Records Center.

²

You will also have to provide the case number and the name and location of the court.

³

See the website for other options which may include additional fees.