

D.C SUPERIOR COURT
Probate Division
515 5th Street, N.W. 3rd Floor Building A
Washington, D.C. 20001

ARCHIVE CASE REQUEST FORM

SECTION I TO BE COMPLETED BY REQUESTING PARTY

Today's Date: _____

Request Date: _____

Name of Case: _____

Case Number: _____

Ordered By: _____

Address: _____

Telephone No. _____

Request: _____ **Will Only** _____ **Jacket**

SECTION II COMPLETE WITH REQUEST TO EITHER FEDERAL RECORDS CENTER OR ARCHIVED

Accession No. _____

Location No. _____

Box No. _____

File Date _____

SECTION III TO BE COMPLETED UPON COMPLETION OF REQUEST

Date in Office: _____

Date Called: _____

SECTION IV TO BE COMPLETED UPON COMPLETION OF REQUEST

Date Reviewed: _____

Date Returned: _____

<input type="checkbox"/> Records Not in Center Custody
<input type="checkbox"/> Missing
<input type="checkbox"/> Record Previously Charged Out To _____
<input type="checkbox"/> Other _____

Please place an X to indicate :

D.C. Archives (O Street)

Federal Records Center