

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: _____

Name of Case: _____

Case Number: _____

Ordered By: _____

Address: _____

Telephone No. _____

Reason: _____

Request: _____ Will Only _____ Jacket

SECTION II COMPLETE WITH REQUEST TO FEDERAL RECORDS CENTER OF D.C. ARCHIVES

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: _____

Signature: _____

- Record not in Center Custody
- Missing
- Record Previously Charged To _____
- Other _____

Please place an X to indicate:

- D.C. Archives (O Street)
- Federal Records Center