

# UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA

## ARCHIVED RECORDS

### RECORD RETENTION AND RETRIEVAL

The Court has developed a database that provides information on cases archived/transferred to the Fort Worth Federal Records Center (FRC). This database can be used to obtain the following information:

- To determine if a file has been transferred from the Court to the Ft. Worth Records Center.
- The Accession, Location, and box numbers of the file (necessary for ordering copies)
- To determine if a file has been retrieved by the Court from the Ft. Worth Records Center.

Use the link below to access the database.

### [ARCHIVE DATABASE](#)

### CASE FILES AND RECORDS ACCESSIONED BY NARA

Some older files have been transferred from the Federal Records Center to NARA's legal custody/ownership and are serviced directly by NARA. These files have a Location number that begins with "A" and cannot be removed from the Archives. Public inquiries for these records can be directed to NARA's portal at: <http://www.archives.gov/research/court-records/>.

### ORDERING COPIES DIRECTLY FROM THE FRC:

#### **Online Requests:**

1. Visit the National Archives "Order Online" page (<https://eservices.archives.gov/orderonline>).
2. Click on "Order Reproductions," then "Court Records."
3. Select the appropriate court (Bankruptcy, Civil, Criminal, or Court of Appeals).
4. Follow the onscreen prompts to set up an account and place the order. You will need the following information in order to request copies.
  - City where court is located
  - Case file name(s)
  - Case number
  - Transfer/Accession number
  - Agency box number

#### **Mail/Fax/Email Requests:**

1. Visit the National Archives Court Records information page (<http://archives.gov/research/court-records>).
2. Download and complete the appropriate request form (Bankruptcy, Civil, Criminal, or Court of Appeals). You will need the following information in order to request copies.
  - City where court is located

- Case file name(s)
- Case number
- Transfer/Accession number
- Agency box number

3. Mail/fax/e-mail the form to the appropriate facility (see page 2 of the request form for contact information).

### REQUESTING COPIES THROUGH THE LOCAL CLERK'S OFFICE

This is an expedited, efficient option to electronically retrieve up to 100 pages, from the same case in the same box, and typically takes 4-6 business hours. If you wish to order electronic copies from the FRC through the Court Clerk's Office, contact the U.S. District Court Clerk's Office in Tulsa OK by phone at 918-699-4700 or in person. The fee for this service consists of three parts: a judiciary administrative fee, an FRC pull and refile fee, and an FRC per page transmission fee ([see fee schedule](#)). The fee will be charged after the court receives the electronic copies from the FRC and calculates the number of pages and the total cost. The fee must be paid before the copies are provided to you.

### REQUESTING ORIGINAL FILE RETRIEVAL THROUGH LOCAL CLERK'S OFFICE

If you wish to view an archived file at the Court, you must complete a File Retrieval form. The fee for retrieving an entire box of original records from the Federal Records Center must be paid in advance ([see fee schedule](#)). This fee does not include the cost of any copies.

### [FILE RETRIEVAL FORM](#)

### VIEWING CASE OPINIONS ONLINE

The full texts of court opinions are available online at no charge. Opinions have been posted since April 16, 2005, as required by the E-Government Act of 2002.

An opinion is defined by the Judicial Conference of the United States as any document issued by the court "that sets forth a reasoned explanation for a court's decision." The definition excludes routine, non-substantive orders, such as scheduling orders or rulings on motions for extension of time. **For the purposes of posting opinions online, judges decide, on a document-by-document basis, whether what they have written qualifies as an opinion.**

Opinions are part of the federal judiciary's Public Access to Court Electronic Records (PACER) system. To access the court's opinions, you must register for PACER. You will be asked for a credit card number. Viewing opinions is free, however viewing case docket sheets and other records through PACER costs 10 cents per page (with a maximum charge of \$3.00 per document). You can register for PACER online [on this page](#).

- Go to the [Northern District of Oklahoma's main PACER page](#) and log into the PACER system.
- Click on "Reports", which is located on the blue bar at the top of your screen.
- Click on "Written Opinions," which is located under the heading "Criminal and Civil Reports".

- Limit or expand your search using the search boxes for case number, party name, filing date, etc.
- Click on the "Run Report" button.
- Click on the numbers in the "Doc. #" column to read the full texts of the opinions.