

*National Archives & Records Administration - Waltham, Massachusetts
Instructions for Reviewing Court Cases On-Site*

Area served: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

For each case you must obtain the following information from the court where the case was closed.

Court Location	Case File Name (s)	Case File Number
Transfer Number	Box number	Location number

Scheduling an Appointment

Telephone the Research Room toll free at 866-329-6465. Tell the attendant that you wish to schedule an appointment to review a court case file and provide the following information:

1. The case information from the table above.
2. Your name and a daytime telephone number (including area code).

Please do not travel to the facility without having called in advance because the case file(s) you wish to review will not be available for you.

Appointments are available Monday through Friday (except Federal holidays) between 7:30am and 4:00pm. Please allow one workday from the time of your call for the processing of your request(s). **Please call toll free at 866-329-6465 before departing for the facility to confirm that the case file has been located and is available for viewing.** If the record is not at the facility, or if any of the case information provided is incorrect or incomplete, you will need to re-contact the appropriate court for correct or additional information and provide it to the research room attendant. Also, please call if you need to reschedule your appointment since all case files are refiled within two working days.

Arriving at NARA - Waltham, MA

Upon arrival at the facility, you will be required to check in with the security guard and issued a visitors badge. You will be escorted to the research room to conduct your review. Only paper and pencil, laptop computers, or portable audio recording devices may be used for note taking. Briefcases, pocketbooks, bags, or any other storage devices are excluded and must be checked into a locker or returned to your vehicle. Eating, drinking, or smoking are not permitted in the research room. **Individuals, other than law enforcement officials on government business, are not permitted to bring firearms into the research room.** Please take these restrictions into consideration when planning your visit.

Copying and Certification:

You must review and identify the pages you wish to have copied. The research room can provide limited assistance in identifying pages that you need. All questions regarding file contents must be directed to the appropriate court. You will need to decide if you want your copies certified and must be prepared to pay for copying and/or certification prior to the copies being made. **NO PHOTOCOPYING WILL BE PERFORMED AFTER 4:00PM.**

Service Fees:

\$0.50 per page for copies

\$6.00 per certification

Payment:

1. Make check or money order payable to: **NATF**.
2. We accept most major credit cards.

Directions to:

**NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
380 TRAPELO ROAD
WALTHAM, MA 02452-6399**

The facility is located 15 miles west of Boston and 2.8 miles east of Interstate 95 (Route 128) in the suburb of Waltham.

From the **north** on I-95 take Exit 28, Trapelo Road, Belmont/Lincoln. Take a **left** off the exit ramp (towards Belmont) and follow straight on Trapelo Road for 2.8 miles. From the **south** on I-95 take Exit 28A, Trapelo Road, Belmont. Take a **right** off the exit ramp and proceed as above. The facility is a one-story building located on the right side of the road. The name **National Archives and Records Administration** appears on the building facade and there is a roadside sign with the name **Frederick C. Murphy Federal Center** adjacent to the driveway. There is only one entrance to the building. As you enter the lobby, the security guard will be straight ahead.

