



Washington National Records Center

4205 Suitland Road Suitland, MD 20746-8001

INSTRUCTIONS FOR REVIEWING COURT RECORDS AND OBTAINING COPIES FROM THE WASHINGTON NATIONAL RECORDS CENTER

The Washington National Records Center (WNRC) stores over three million boxes of inactive records for Federal agencies in the Washington Metropolitan Area. The closed case records of the U.S. District Court for the District of Columbia are available for public research. We have a courtesy agreement with the courts to provide on-site reference service to the public, in lieu of mailing files back to the courts, to reduce delays in public access.

To review and/or copy court records at the WNRC, please follow the checklist below:

STEP 1

Obtain the following information from the court where the needed cases were filed and closed. You must request this information for all of the records you need to review or copy. Without ALL of the information below WNRC cannot locate the record(s).

CASE FILE NUMBER _____
CASE FILE NAME _____
ACCESSION NUMBER _____
BOX NUMBER _____
LOCATION NUMBER _____

STEP 2

Telephone WNRC staff at (301) 457-7180. Provide the following information:

- A. Information obtained in STEP 1 above.
- B. Your name and daytime telephone number.
- C. The date and time you want to review the case(s).

WNRC needs at least 24 hours advance notice to schedule a review. The research room is open Monday through Friday between 8:00 a.m. to 4:00 p.m. It is closed on Saturday, Sunday and Federal Holidays. WNRC cannot make records available before your appointment date.

STEP 3

You may confirm that the case(s) were located and are available for review by calling WNRC at (301) 457-7180 on the day the review is scheduled. After 3 days, the records will be returned to file. To review the records after they are returned to file, you must repeat STEP 2.

STEP 4

On your appointed date, report to Room 116 at WNRC which is located at 4205 Suitland Road, Suitland, Maryland on the Suitland Federal Complex grounds. If you intend to make photocopies, you need one dollar bills to purchase a debit card. Copiers operate by inserting debits cards which are similar to Metro cards. The copiers do not accept cash or coins. (Self-serve copiers are ten cents per page.) Debit card machines accept one dollar, five dollar and ten dollar bills. **The research room cannot make change.** WNRC can certify copies of records made in the research room at a cost of \$10.00 per certification. Records cannot be certified after they are removed from the research room.

Identification is required to access records in the research room.

DIRECTIONS FROM THE CAPITAL BELTWAY:

Exit at Pennsylvania Avenue (WEST) and follow Penn. Ave. westbound to the stop light at Silver Hill Road. Turn left onto Silver Hill Road. Proceed to the intersection of Suitland Road and Silver Hill Road. Turn right onto Suitland Road. Drive approximately one (1) mile. The entrance to the Washington National Records Center is located immediately after the softball fields on your left. Turn left into the entrance and follow the road to the Washington National Records Center.

DIRECTIONS FROM THE DISTRICT:

Take Pennsylvania Avenue (EAST) to Southern Avenue at the District line. Turn right onto Southern Avenue. Follow Southern Avenue to Suitland Road. Turn left onto Suitland Road. Take Suitland Road and the entrance to the WNRC is the first right immediately after Washington National Cemetery.

PARKING is free in the visitor parking spaces which are clearly marked. You must provide your vehicle license tag number on the sign-in register in the front lobby.

MAIL SERVICE:

A copy of an entire case(s) can be obtained without visiting the WNRC. To obtain a copy of a case you must complete STEP 1. In STEP 2, you must identify that you need the entire case copied and mailed. WNRC will estimate the cost for the case(s). You must pay for the copies in advance. This copying service costs \$.50 per page and \$10.00 per certification with a minimum charge of \$10.00.



FERRIS E. STOVEL
Director