



NINTH JUDICIAL COMMITTEE

Box 70, Gedney Station
White Plains, New York 10605-0070
Tele: (914) 997-8105 / Fax: (914) 684-6554

March 18, 1992

Ms. Rosemarie Fugnetti
Supervisor of Records Control Division
U.S. District Court
Room 4A: Lower Lobby
40 Foley Square
New York, New York 10007

Dear Ms. Fugnetti:

This letter confirms our phone conversation today wherein you stated that federal court files are preserved and can be requisitioned for inspection. All that is necessary is either the name of the case or its docket number. Once that information is supplied to your office, you are able to furnish the "Federal Records Center number" to the individual seeking the file--who can then locate same at the Federal Records Center in Bayonne, New Jersey.

You informed me that anyone making a request in person at your office can expect to receive the Federal Records Center Number immediately. Requests made by mail are handled within two weeks' time--and you do not even require that a stamped, self-addressed envelope be included with the request.

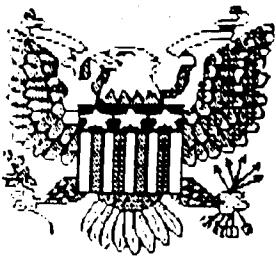
We would appreciate your providing us with the "Federal Records Center number" for the case of: Eduardo Pereira & Joyce Pereira v. Homelite Division of Textron, Inc., 81 CIV 3493 EW.

Very truly yours,

Elena Ruth Sassower

ELENA RUTH SASSOWER, Coordinator
Ninth Judicial Committee

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FEDERAL RECORDS CENTER- N.Y.

BUILDING 22, MILITARY OCEAN TERMINAL BAYONNE N.J. 07002-5388

PROCEDURES FOR REVIEWING COURT RECORDS AT THE FEDERAL RECORDS CENTER-NEW YORK

The Federal Records Center (FRC), stores approximately one million boxes of inactive and semi-active records from Federal agencies and Federal Courts in New Jersey, New York, Puerto Rico, and the U.S. Virgin Islands. However, only the records of the U.S. Courts are available for research by the public. To review Court records at our facility, you MUST follow the steps below.

STEP 1: OBTAIN INFORMATION

Obtain the following information from the proper court for each case in which you are interested. Without ALL of the information listed below the FRC staff can not locate your record(s).

THE U.S. DISTRICT COURT FOR THE SOUTHERN DISTRICT OF NEW YORK

DOCKET NUMBER AND CASE TITLE: _____

81 cv. 3493

ACCESSION NUMBER: 021-~~84-078~~

ACCESSION NUMBER: 021-____-

AGENCY BOX NUMBER: 88

AGENCY BOX NUMBER: _____

FRC LOCATION: 646291

FRC LOCATION: _____

STEP 2: CALL FOR AN APPOINTMENT

Telephone the FRC at (201) 823-7242, and tell the receptionist you wish to review a U.S. Court record. Give the receptionist:

A: The information you obtained in STEP 1.

B: Your name and a telephone number at which you may be reached between 8:00 AM and 4:00 PM.

Our research room is open to visitors with appointments, Monday thru Friday, 8:00 AM to 4:00PM, except Federal Holidays. The FRC will schedule a maximum of six morning and six afternoon appointments per day between 8:00 AM - 12 Noon and 1:00 PM - 4:00 PM. There is a limit of 3 cases per visit. Records must be returned 10 minutes prior to closing. If the records you need are not at the FRC, or the numbers provided are incorrect, you will be advised to contact the court of record for additional information. However, you may wish to call before leaving to visit the FRC to confirm the availability of the file you need.

STEP 3: REVIEWING THE RECORDS

Once you are at the FRC, YOU must review the file and identify the pages you wish to have photocopied by FRC staff. The Frc staff are

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not trained court clerks and can not accept responsibility for identifying the specific documents you require, nor do they give technical information regarding file content or court actions. Regulations for the public use of records in or held by the National Archives and Records Administration are contained in 36 CFR Ch. XII.

REPRODUCTION FEES

PHOTOCOPIES: \$.50/page

CERTIFICATION: \$5.00/document
(note FRC's are not permitted
to certify copies of
NATURALIZATION PETITIONS.)

MINIMUM MAIL ORDER: \$5.00

We accept cash, money orders, or preprinted personal checks. Checks must be made payable to National Archives Trust Fund.

If you wish to have a copy made of an ENTIRE PERSONAL BANKRUPTCY CASE, you need not visit our facility. You must complete STEP 1. In STEP 2 you must specify that you wish to have the entire case copied, certified if necessary, and mailed. You will be informed of the copying cost. Once payment is received, the case will be copied and mailed. You must assume the cost for any express mail service and must make arrangements for this service.

DIRECTIONS TO THE CENTER

The National Archives and Records Administration occupies Building 22 at the U.S. Army's Military Ocean Terminal, Bayonne, N.J. The entrance to the Military Ocean Terminal is located at the foot of East 32nd Street in Bayonne. ALL VISITORS REGISTER AT THE MAIN GATE. You must show your driver license, vehicle registration, and proof of insurance in order to obtain a temporary pass for your vehicle. Allow for 15-30 minutes between the time you arrive at the Terminal and the time you reach the FRC.

FROM N.J.: The Military Ocean Terminal is about 2 miles from the N.J. Turnpike Exit 14A-Bayonne. On leaving exit, take Avenue B to 32nd Street, turn left, cross bridge, turn left, and follow road to the Main Gate of Military Ocean Terminal may also be reached via Routes 1 and 9, 440 South, and 169 South.

FROM MAHATTAN VIA HOLLAND TUNNEL: Follow signs to the N.J. Turnpike, and follow the directions in the paragraph above.

FROM BROOKLYN VIA VERRAZANO BRIDGE: Follow signs to N.J. Take Staten Island Expressway, and cross Bayonne Bridge. Proceed along ~~Kennedy~~ Boulevard to 32nd Street, turn right, and continue to Ave B, cross bridge, turn left, and follow road to Main Gate of Military Ocean Terminal.

PUBLIC TRANSPORTATION: The Military Ocean Terminal may be reached by taking bus from Journal Square in Jersey City, N.J., to 32nd Street and Avenue C in Bayonne. Walk east on on 32nd Street to the Main Gate of Military Ocean Terminal.

Journal Square in Jersey City can be reached by bus from Port Authority in New York City, by PATH train from 33rd, 23rd, 14th, 9th, or Christopher Street, or the World Trade Center in N.Y.C., or by PATH train from Penn Station in Newark, N.J. Exchange Place in Jersey City can be reached by bus from Penn Station in Newark and by PATH train from Newark, Pavoain, Hoboken, and the World Trade Center.