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CLERK

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604

SmartScan: NEW alternative request service offered by NARA.

As an alternative to having boxes of records shipped from the Federal Records Center (FRC) to the Court, a new service offered by the National Archives and Records Administration (NARA) known as “SmartScan,” allows members of the public to request same-day electronic delivery of a limited number of scanned judiciary pages.

What type of public request can take advantage of SmartScan?

SmartScan can be used for requests from members of the public that:

- Know exactly what document they are looking for;
- Can provide the court with sufficient information to help the FRC locate the file;
- The requested document(s) will not exceed 100 pages (determined after processing);
- Can provide an appropriate email account capable of receiving a PDF file containing up to 100 electronic pages;
- That the requested document is not sealed or restricted; and
- The document does not require certifying.

Members of the public who are not sure what documents they are looking for or are not willing or able to pay the SmartScan fees, should order the entire record/box using the \$64 record retrieval fee.

Fee:

Electronic record retrieval fee is composed of a \$19.90 flat rate plus \$0.65 per page charge. The fee is due prior to electronic delivery of the document.