

STEP-BY-STEP INSTRUCTIONS FOR OBTAINING LAND ENTRY FILES

- If there is an Entry Certificate, Homestead Application, or Preemption Declaratory Statement associated with your property, it would be located in the Bureau of Land Management's Land Entry File for your property. Follow the steps below to order the Land Entry File or Files associated with your property.
- To order a Land Entry File from the National Archives, you need the legal description of your property and your patent details. To view instructions on obtaining a copy of any patents issued by the United States conveying your land to you or to an earlier owner, go to <http://idahofibersettlement.com/HowtoFindYourPatent.aspx>

Ordering Online from the National Archives

There are two methods by which you may order a Land Entry File from the National Archives: online or by mail. The National Archives indicates that ordering online is faster than ordering by mail and also allows the customer to track the progress of his or her order. For instructions on ordering by mail, see Step 13 below. To order online:

1. Go to <https://eservices.archives.gov/orderonline> and create a user account if you do not have one already.
2. To create a new account, select "New User?", fill in the information requested, then select "Continue".
3. Once you have created an account and signed in, select "Order Reproductions" near the top of the page.
4. Select "Land Files" near the middle left side of the page.
5. Select "Land Entry File (NATF 84)".
6. You may choose to receive paper or electronic copies of the Land Entry File. To choose paper copies, select "Paper Copy"; to choose electronic copies, select "CD or DVD". **NOTE:** Land Entry Files normally contain oversized documents that may be difficult to print at home. Once you have decided between paper or electronic copies, select "Add to Cart".
7. Using the information you obtained from your deed and the Patent Details page, fill in the fields and drop-down menus marked with a red asterisk (and any other fields for which you have information). If the patent associated with your property was issued before July 1908, you will need to fill in the information under the "Files – Before 1908" column. If the patent was issued after July 1908, simply enter the serial patent number under the "Files – 1908 and After" column. If you have a serial patent number, DO NOT enter information into the fields and drop-down menus in the "Files – Before 1908" column, as it will cause an error. DO NOT select "Don't Know" from the "Approximate Date of Entry:" drop-down menu, as it will also cause an error.
8. When you have entered the necessary information, select "Continue to Pay & Ship".
9. Enter your shipping information, then select "Continue to Pay".

10. Enter your payment information, then select “Continue to Review & Submit”. Each Land Entry File shipped will cost \$40.00. Your credit card will not be charged if the National Archives is unable to locate the documents you have requested. If the National Archives is able to locate the documents, your credit card will not be charged until the documents have been shipped.
11. Review your order. If it is correct, select “Submit Order”. You should receive an e-mail confirmation of your order.
12. You may track the progress of your order by signing into your account and selecting “My Account”, then selecting “Order History”. Proceed to Step 17.

Ordering by Mail from the National Archives

13. Obtain the form labeled “National Archives Order for Copies of Land Entry Files”. This is known as NATF Form 84. This form is available online at <http://www.archives.gov/forms/pdf/natf-84.pdf>.
14. In Block 2, check “General Land Entry Files”.
15. Fill in Blocks 3-10 using the information obtained using Steps 1-8 above. If the patent associated with your property was issued before July 1908, you will need to fill in either Block 6 or Blocks 7-9. If the patent was issued after July 1908, simply enter the serial patent number in Block 10.
16. Mail the document and payment following the instructions on the form.

Finding the Required Documents in the Land Entry File

17. Once you receive the Land Entry File or Files associated with your property, search for documents titled Cash Entry Certificate, Homestead Application, or Preemption Declaratory Statement. When you have found the necessary document or documents, make copies for submission to the Claims Administrator.
18. **Submit, along with your Claim Form, copies of the documents you pulled from the Land Entry File for the property covered by the Claim Form.**
19. The documents you submit with your Claim Form must show on their face that they were obtained from the Bureau of Land Management or be accompanied by a separate writing confirming that they were issued by the Bureau of Land Management

THIS INFORMATION IS PROVIDED BY SETTLEMENT CLASS COUNSEL AS A GENERAL GUIDE ON OBTAINING DOCUMENTS. OBTAINING THE NECESSARY DOCUMENTS FOR A CLAIM RELATED TO YOUR SPECIFIC PROPERTY MAY REQUIRE ADDITIONAL OR DIFFERENT ACTIONS.

IF YOU HAVE QUESTIONS SPECIFIC TO YOUR PROPERTY, YOU MAY NEED TO CONTACT YOUR OWN COUNSEL.

PLEASE DO NOT CALL THE COURT, THE CLAIMS ADMINISTRATOR, OR DEFENSE COUNSEL.