

**REQUEST FOR COPIES OF COURT RECORDS**

Access to court records is not governed by FOIL, but by Section 255 of the Judiciary Law. All requests for any court records must be submitted in writing to the court. This is to insure that the requesting party may be evaluated for purposes of disclosure.

I, the undersigned, am requesting a copy of the following:

- Accusatory Instrument                       Order of Protection
- Other (please explain) \_\_\_\_\_

Name of Requestor: \_\_\_\_\_  
(Print Name)

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Telephone (Home/Cell/Work): \_\_\_\_\_

I also understand that a fee (\$.65/page, \$1.30 min, \$40 max) for the copies must be submitted to the court by Cash, Certified Bank Check, Money Order, Credit Card (Mastercard, Visa or Discover) made payable to Oneonta City Court. Personal or Business checks are not accepted. Should the fee not be submitted with the application, the request will not be processed and will be returned to requestor.

It is the policy of the court that copies of any documents requested will NOT be faxed or emailed. The Court will furnish the copies via first class mail or in person. The requestor may also view court records at the window without a fee.

Dated: \_\_\_\_\_  
Signature of Requestor

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**RECEIPT**

I, \_\_\_\_\_, have received from the court the requested copies of documents and have paid the required fees.

Dated: \_\_\_\_\_  
Signature

(Please return a signed copy to the court)

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*Court Use Only:*

Mailed to requestor: \_\_\_\_\_  
Copies delivered to requestor at court window: \_\_\_\_\_