



ONEONTA CITY COURT  
Public Safety Building  
81 Main Street  
Oneonta, New York 13820  
Phone: (607) 432 4480  
Fax: 1-646-963-6433  
*Hours: 8:00 a.m. to 4:00 p.m.*

Hon. Lucy P. Bernier  
Hon. Richard W. McVinney  
City Court Judges

Catherine J. Tisenchek  
Chief Clerk

### RECORD SEARCH & CERTIFICATES OF DISPOSITION INFORMATION

Thank you for your inquiry regarding availability of record searches and Certificates of Disposition from Oneonta City Court.

Effective July 14, 2003, all criminal history searches (Misdemeanor and Felony level charges) will be conducted by the Office of Court Administration Criminal History Search Unit in New York City. The Court will no longer conduct criminal history searches. The cost for the search is \$65.00 per name. The application, instructions and form can be accessed through [www.nycourts.gov/apps/chrs/](http://www.nycourts.gov/apps/chrs/)

However, the Court will continue to conduct manual searches for violation level offenses and local law violations for any case filed where the exact date of arrest is not known for the purpose of obtaining a specific disposition. The fee for the manual record search will remain at \$5.00 for each two (2) year period or portion thereof (years to be searched must be indicated). The application can be accessed through [www.courts.state.ny.us/Oneonta/city](http://www.courts.state.ny.us/Oneonta/city) (choose option 6th JD).

Once a specific Oneonta City Court case is located, a Certificate of Disposition is available for \$5.00.

Please complete and return the enclosed form with proper payment and a self-addressed, stamped envelope to expedite the return of the results. All requests must be mailed to the Court; faxed or emailed requests will not be honored.

Turnaround time for searches and Certificates of Disposition will vary, based upon the number of years requested and the nature of the media upon which it is stored. Requests will be performed as quickly as possible while conforming to the operational needs of the court. Generally, please allow 10-15 business days for the processing of your request.

Should you have any questions, please contact the Court.



**CREDIT CARD AUTHORIZATION FORM FOR SEARCH FEES  
ONEONTA CITY COURT**

**THIS FORM MUST BE COMPLETED IN FULL. If any information is missing - it will be returned to you.**

**DO NOT FAX or E-MAIL THIS FORM. THE COURT WILL NOT ACCEPT AUTHORIZATIONS VIA FAX or E-MAIL.**

**PLEASE REFER TO THE RECORD SEARCH APPLICATION/PACKET FOR THE FEES**

<b>NAME ON CARD:****(see below)</b>	
<b>TYPE OF CARD:</b> <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER	
<b>CARD NUMBER</b> ____ _ / ____ _ / ____ _	
<b>V-CODE FROM SIGNATURE STRIP:</b>	<b>DAYTIME TELEPHONE NUMBER FOR CARDHOLDER:</b>
<b>EXPIRATION DATE:</b>	
<b>DEFENDANT NAME:</b>	<b>Amount to be charged: \$ _____</b>
<b>FEE TYPE: (check one):</b> <input type="checkbox"/> Non-fingerprintable Search <input type="checkbox"/> Certificate of Disposition <input type="checkbox"/> Copies <input type="checkbox"/> Certified Copy <input type="checkbox"/> Other:	
<b>SIGNATURE OF CARDHOLDER:</b>   	

**I authorize the Oneonta City Court to charge my credit card for the amount indicated above.**

**\*\*\*\*IF THE CARDHOLDER IS NOT THE INDIVIDUAL REQUESTING THE INFORMATION, THE CARDHOLDER MUST ATTACH A COPY OF HIS/HER PHOTO DRIVER'S LICENSE OR OTHER PHOTO I.D. IF FILING IN PERSON, CARDHOLDER MUST BE PRESENT OR THE COURT WILL NOT ACCEPT THE CREDIT CARD. IF THIS INFORMATION IS NOT PROVIDED, THE APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED.**

**\*\*\*\*INDIVIDUALS USING CORPORATE CARDS MUST PROVIDE DOCUMENTATION ON COMPANY LETTERHEAD THAT THEY ARE AUTHORIZED TO USE SAID CARD. IF FILING IN PERSON, YOU MUST BRING THIS AUTHORIZATION WITH YOU OR THE COURT WILL NOT ACCEPT THE CREDIT CARD.**

**THIS ORIGINAL AUTHORIZATION MUST BE INCLUDED WITH YOUR APPLICATION.**

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