

# ***FAQ's (Frequently Asked Questions)***

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## **How can I obtain information about a criminal case or review a file?**

If the case was in the last 3 years contact the Criminal Office at the above address, 2<sup>nd</sup> floor or call 631-852-1461.

If the case is older than 3 years contact the County Clerk's Office at 631-852-2000. They are located at 310 Center Dr, Riverhead, NY 11901.

## **How do I get a copy of the transcript of my court appearance?**

Contact the Senior Court Reporters at 631-852-2151. When requesting a copy of the transcript or minutes, you should have the defendant's name, Indictment number or Superior Court Information (SCI) number, Court Part, name of the Judge and date of the proceeding.

## **How are motions filed in the Criminal Term?**

Contact the Special Term Office at the above address, 3<sup>rd</sup> floor or call 631-852-2130.

## **How can I get a certificate of Disposition for my case?**

A certificate of disposition cost \$5.00 and may be obtained in person at the above address, Criminal Office 2<sup>nd</sup> Floor. To obtain a Certificate of Disposition by mail, send a U.S. Postal money order or a bank check in the amount of \$5.00 made payable to Suffolk County Court.

Send it to:

Suffolk County Court  
210 Center Drive  
Riverhead, NY 11901  
Attn: Criminal Office

Please include the indictment number, Defendant's name, and a return address. Allow 7 to 10 business days for a response.

## **Is there a way to contact the court via email?**

Public Inquires can be made to the Criminal Office regarding case information at [SCCC@nycourts.gov](mailto:SCCC@nycourts.gov).

Public Inquires can be made to the Special Term Office regarding Motions, applications, ERPOs, and Appeals at [SCCCST@nycourts.gov](mailto:SCCCST@nycourts.gov).

## **How do I obtain a record of my criminal history?**

Criminal history searches are done through the Office of Court Administration. This search is for New York State only. You can contact them at the following website, address, or phone number.

New York State Office of Court Administration  
Office of Administrative Services  
Criminal History Search  
25 Beaver Street Room 840  
New York, NY 10004  
Tel # (212) 428-2943

<http://www.nycourts.gov/apps/chrs/>

**How can I obtain a Certificate of Relief from Civil Disabilities?**

If you have been convicted of any number of misdemeanors and no more than one felony; two or more felony convictions in the same court on the same day are counted as one felony for determining your eligibility.

You must apply for your Certificate(s) of Relief to the court in which you were convicted.

The application is available in the Criminal Office or online [DPCA-52.pdf \(nycourts.gov\)](#).

• For additional information go to: [Certificate of Relief / Good Conduct & Restoration of Rights | Department of Corrections and Community Supervision \(ny.gov\)](#)

**When do I get my bail money back?**

If cash bail was posted, a check is generated by the Suffolk County Comptroller 6-8 weeks after the disposition of the case. If you do not receive a check in 8 weeks you can contact the Suffolk County Comptroller at (631) 853-5040. If a bail bond was posted a certificate of disposition is needed and submitted to the bail bondsman. Certificates of disposition are available from the Criminal Office.

**How to apply for the Return of my Firearms?**

If your firearms were seized due to a Criminal or Family court Order of Protection which has now expired (under CPL 530.14 and FCA 842-a). Please contact the Special Term Office at 631-852-2130 or [SCCCST@nycourts.gov](mailto:SCCCST@nycourts.gov).

**What do I do if I cannot make a court date?**

Contact your attorney.

**How do I get an attorney appointed by the court?**

Make an application to the Judge hearing your case.

**What do I do if I missed a court date and an order was issued in my absence?**

Contact your attorney, and/or report to Court the next business day.