

## HOW TO ORDER SURROGATE'S COURT RECORDS

Do NOT contact the Surrogate's Court by telephone to obtain court records. The Court is not permitted to conduct searches or provide search results over the telephone. If you would like to obtain information from the court, you may do so by either appearing at the court in person, or by mail.

### 1. APPEARING AT THE COURT IN PERSON

The Surrogate's Court is a court of public record. All cases filed after 2004 are accessible on our public access computers and can be obtained by searching the decedent's name.

Cases filed between 1988 and June 2004 are maintained at an alternate storage location. One may request retrieval of these documents by submitting a "requisition form" to our Records Department. The Records Department frequents the alternate location space at 10:00 am and 2:00 pm daily. Cases filed between 1897 and 1990 are available on fiche and can be viewed until 4:00 pm in the Records Department.

Cases filed prior to 1988 are held in archives. To order a file from archives, please send a request to [jbermude@nycourts.gov](mailto:jbermude@nycourts.gov) with the file number. The court will send a confirming email indicating when the file will be available for review. Please note that a search request via email will not be honored.

Please note that photocopy machines are self-serve at a cost of \$0.25 per page. Court certified documents are also available through our Cashier Department from 9:00 am to 12:45pm and 2:00pm and 3:00pm daily. Requests made after 3:00 pm will not be processed until the following day. If you arrive at the courthouse at a time when the cashier is not available, you must either wait outside of the building or leave a check with court personnel, in which case, your request will be subsequently mailed to you.

### 2. MAIL

You may also request a search, copies or court certified documents by mail using the attached form or placing your request in writing. Please provide a file number, if known. If the file number is not known, you may request that the Court conduct a search for such. There is a \$30 file number search fee for estates that have been filed within 25 years, and a \$90 fee for cases more than 25 years old.

### FREQUENTLY ASKED QUESTIONS:

1. If you pay with an out-of-state check, your order will be fulfilled only when the check has cleared.
2. Make checks payable to "Clerk of the Surrogate's Court".
3. Requests are processed daily on the day received. Please be aware of mailing delays.
4. If your order requires a page count, do not contact the court until you have a file number readily available. Keep in mind that the Court will not conduct a search for the file number via telephone or email.
5. Include a self-addressed, stamped envelope to ensure return to the correct address.
6. Please mail all requests to: The Suffolk County Surrogate's Court, ATTN: Cashier, 320 Center Drive, Riverhead, NY 11901.

STATE OF NEW YORK, UNIFIED COURT SYSTEM, SUFFOLK COUNTY SURROGATE'S COURT

County Center Building, 320 Center Drive, Riverhead, New York 11901-3391

Attn: Betty Harris, Cashier

Request is being made by: Name: \_\_\_\_\_ **File number:** \_\_\_\_\_  
Address: \_\_\_\_\_ **Estate of:** \_\_\_\_\_  
Contact number: (        )        -  
Email: \_\_\_\_\_

The following represents fee charged by the Suffolk County Surrogate's Court:

|  |                  |        |
|--|------------------|--------|
| Photocopies: \$.25 per page:                     | Number of pages: | Total: |
| Court Certified Copies (sealed): \$6.00 per page | Number of pages: | Total: |

Search of the record: A paid search will return either a case with file information or a negative result, with a court seal.

|  |         |  |
|--|---------|--|
| (    ) Certified Searches up to 25 years:        | \$30.00 | <b>Search information: Decedent's:</b> |
| (    ) Certified Searches greater than 25 years: | \$90.00 | Name _____                             |
|  |         | Date of death _____                    |
|  |         | Last address _____                     |
|  |         | _____                                  |

|                                 |                                      |                  |        |
|---------------------------------|--------------------------------------|------------------|--------|
| Authenticated/Exemplified Copy: | Certified pages \$6.00 per page:     | Number of pages: | Total: |
|                                 | Authentication \$20.00               |                  |        |
|                                 | Certified total + Authentication= \$ | _____            |        |

To place a will for safekeeping: \$25.00 (    ) By attorney  
FREE (    ) By testator

Total due: \$

Check made payable to "Clerk of the Surrogate's Court"

Include self-addressed, stamped envelope.

\*Note: You hereby agree to pay the fee amount as set forth by SCPA §2402 or CPLR §8018.