



Criminal Case Record(s) Request

Documents that identify a victim, contain personal/medical information, etc will be redacted as per New York State Judiciary Law.

*This form **cannot** be used to request documents within a case that is SEALED by statute (Youthful Offender, etc) or Court Order. Defendants and/or their attorney **MUST** provide a notarized, written request for documents within these case types.*

Grand Jury information is not available to any party as per CPL 190.25 without a motion to the court (CPL 210.30)

Document type requested:

Certificate of Disposition - \$5.00

Docket Summary (Listing of all available documents within case) - \$5.00

Specific Document: _____

Cost is based on number of pages – please contact the office prior to sending request so that payment may be calculated - (716) 439-7022

Complete as many fields as possible so that staff may identify your case and process your request appropriately.

Defendant Name: _____

Indictment: _____

Date of Arrest: _____

Charges: _____

Conviction Date: _____

Sentence Date: _____

Ticket Number: _____

***Make checks payable to: Niagara County Clerk, mail request to 175 Hawley St, Lockport NY 14094
Include a self-addressed, stamped envelope so that documents may be returned to you.***

Requests that do not include a self-addressed, stamped envelope will not be processed.

Requested by: _____

Print Name

Signature: _____

*Contact Phone: _____

Required – In the event County Clerk personnel have questions regarding your request.