

## **Cobleskill Town Court**

### **Access to Court Records**

While the public has a common law right of access to court records, that right of access may be restricted by statute. The Freedom of Information Law ("FOIL") specifically exempts court records from disclosure. However, certain court records are available under other laws.

#### **How do I obtain Court records?**

Upon a **written request** and the payment of the fees allowed by law, the court will diligently search and supply copies of court records not restricted by statute. The written request must reasonably describe the specific records sought and cannot simply be a request for general information or for the creation or compilation of records from disclosure.

#### **Is there a fee to obtain Court records?**

The fee for photocopies of records shall be 25 cents per page for photocopies. There is a search fee of \$5.00 for every two-year consecutive search.

#### **What is a Certificate of Disposition?**

A certificate of disposition is a New York Court document that indicates the status of a case or its final disposition.

#### **What do I need to do to obtain a Certificate of Conviction?**

Submit a written request to the court indicating the specific conviction referenced, include as much information as possible to ensure the correct court case is provided, along with the \$5.00 fee.

#### **How long will it take for the Court to produce these records?**

The Court will respond to your written request for records within **five** business days. Please be sure to provide your phone number and mailing address for follow up.

Your Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Describe the specific records sought \_\_\_\_\_

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----- For Court Use Only -----

Docket # \_\_\_\_\_ Fee Assessed: \_\_\_\_\_

Records:  Found  Not Found  
 Picked Up On \_\_\_\_\_  
 Mailed On \_\_\_\_\_  
 E-mailed On \_\_\_\_\_

Receipt Number: \_\_\_\_\_