

## NORWICH CITY COURT RECORD SEARCH INFORMATION (3/2001)

The City Court will perform record searches upon *written* request with payment of the appropriate fees. A Criminal Search form is attached.

The fees are as follows:

<b>CRIMINAL SEARCH FEES</b>	
<b>Years</b>	<b>Fee</b>
1990 - Present search fee without Certificate of Conviction	\$16.00
Prior to 1990 search fee without Certificate of Conviction	\$ 5.00 per each two year period
1990 - Present search fee with Certificate of Conviction	\$16.00 (search fee) <i>plus</i> 5.00 <i>per</i> Certificate of Conviction
Prior to 1990 search fee with Certificate of Conviction	\$ 5.00 per each two year period <i>plus</i> 5.00 <i>per</i> Certificate of Conviction
Certificate of Conviction Only* *Must furnish Court with Docket Number	\$ 5.00 <i>per</i> Certificate of Conviction

<b>CIVIL SEARCH FEES</b>	
Search Fee	\$ 16.00
Certificate of Disposition	\$ 5.00
Copies of Papers from Closed Files	\$. 50 per page Min: \$1.00 Max \$30.00
Certificate of Disposition Only* Must furnish Court with Docket Number	\$5.00 <i>per</i> Certificate of Disposition

Any request must include the name (and all alias) of the subject, subject's date of birth, requestor's name, address and telephone number.

Civil requests must include the case name (both Plaintiff and Defendant).

The results will be mailed to you or you will be notified by phone when it is complete. Please advise the Clerk at the time of request how you wish to be contacted.

<b>TRAFFIC SEARCH FEES (3/2001)</b>	
Search Fee	\$ 16.00
Certificate of Conviction	\$ 5.00
Certificate of Disposition Only* Must furnish Court with Docket Number	\$5.00 <i>per</i> Certificate of Disposition

Any request must include the name (and all alias) of the subject, subject's date of birth, requestor's name, address and telephone number.

The results will be mailed to you or you will be notified by phone when it is complete. Please advise the Clerk at the time of request how you wish to be contacted