ONEONTA CITY COURT
Public Safety Building
81 Main Street
Oneonta, New York 13820
Phone: (607) 432 4480
Fax: (607) 432 2328
Hours: 8:00 a.m. to 4:00 p.m.

Walter L. Terry, III
Lucy P. Bernier
City Court Judges

Patricia E. Pettit
Chief Clerk

ONEONTA CITY COURT
RECORD SEARCH INSTRUCTIONS
7/2006

1. ATTACHED ARE THE FOLLOWING ITEMS:

   - Oneonta City Court Criminal Record Request - Brief Overview
   - Oneonta City Court Record Search Guide
   - Record Request Form
   - Credit Card authorization form
   - State-wide criminal history search information and application (see item 5 below)

2. **Please review and read these documents before submitting your request to the Court**. If you have questions regarding completing the forms, please call the Court.

3. All search requests must be accompanied by the fee. Searches will not be conducted without payment. Some New York State and Federal agencies are exempt from payment of court fees, if your agency is exempt, please provide the statute that provides this exemption and a statement on the agency letterhead that your agency is exempt.

4. Please include a self-addressed stamped envelope.

5. Do not return the State-wide criminial history search application to Oneonta City Court. Please refer to that document for the agency name and address.

6. Please allow ten business days for the Court to process your request.

ONEONTA CITY COURT CRIMINAL RECORD REQUESTS

Request MUST include the following information and must be in writing and include payment. Incomplete requests will be rejected. A request form is attached for you to use.
NO SEARCHES WILL BE PERFORMED PRIOR TO PAYMENT OF THE REQUIRED FEES! PAYMENT MUST BE IN THE FORM OF CASH (IN PERSON), MONEY ORDER, CREDIT CARD* OR CERTIFIED CHECK. *See authorization form for details.

- **NAME OF DEFENDANT**
- **DATE OF BIRTH**
- **DOCKET NUMBER (IF AVAILABLE)**
- **APPROXIMATE DATE OF CASE**
- **CHARGE**
- **REQUESTOR'S NAME AND ADDRESS**
- **DAYTIME TELEPHONE NUMBER IN CASE THE COURT HAS A QUESTION**
- **FEE AS INDICATED BELOW**
- **SELF-ADDRESSED STAMPED ENVELOPE**

See Oneonta City Court Record Searches document for additional information. Please allow at least ten days for processing your request.

REQUESTS FOR INFORMATION REGARDING CASES SEALED PURSUANT TO CPL 160.50 (DISMISSED CASES) OR YOUTHFUL OFFENDER MATTERS PURSUANT TO CPL 720.00 - MUST INCLUDE A SEPARATE NOTARIZED STATEMENT FROM DEFENDANT.

State Wide Search: You were fingerprinted and are unable to provide any case details (docket number or case month/year).	$52.00. Must contact Office of Court Administration Criminal History Search Unit in New York City **www.nycourts.gov/apps/chrs** (212) 428-2943
Oneonta City Court Year Search: (Non-fingerprintable search) You were not fingerprinted and are unable to provide any case details (docket number OR case month/year) AND the case was disposed in Oneonta City Court	$5.00 per 2 year period (or fraction thereof).
Oneonta City Court Certificate of Disposition You can provide a Docket Number OR case month/year.	$5.00 per Certificate
Copies	$.65 per page; minimum $1.30, maximum $40.00

ONEONTA CITY COURT
81 MAIN STREET
ONEONTA, NY 13820

TELEPHONE: 607-432-4480

ONEONTA CITY COURT RECORD SEARCHES

Oneonta City Court
81 Main Street, Oneonta, NY 13820
Telephone: 607-432-4480

STATE-WIDE RECORD SEARCH

(FINGERPRINTABLE OFFENSE - UNABLE TO PROVIDE CASE IDENTIFIERS)

If you were fingerprinted and are unsure if the case is in ONEONTA CITY COURT, you must obtain a statewide criminal history search from the Office of Court Administration Criminal History Search Unit in New York City. The cost for the search is $52 per name. The application instructions and form can be obtained from the Court Office or on the internet at : **www.nycourts.gov/apps/chrs** or (212) 428-2943. If the report indicates you have charges in Oneonta City Court, you may obtain a Certificate of Disposition (see below) from Oneonta City Court.

ONEONTA CITY COURT RECORD SEARCH

(UNABLE TO PROVIDE CASE IDENTIFIERS)

If you were not fingerprinted and you are POSITIVE the case was disposed in ONEONTA CITY COURT and you are unable to provide the following: Docket Number OR approximate date of case (month/year) you will need to request a SEARCH BY YEAR. The fee is $5 for each two year search (or fraction thereof). A written request must accompany the payment. See form for information required. Payment must be in the form of cash (if in person), money order, credit card or certified check. Personal checks will be returned.

ONEONTA CITY COURT CERTIFICATE OF DISPOSITION

(ABLE TO PROVIDE CASE INDENTIFIERS)

If the case was disposed in ONEONTA CITY COURT and you have the docket number or approximate date of the case (month and year), a Certificate of Disposition can be provided upon receipt of a written request (see form) and payment in the amount of $5.00 PER Certificate. Payment must be in the form of cash (if in person), money order, credit card or certified check. Personal checks will be returned.

DISMISSED CASES (CPL 160.50)

A notarized statement from the defendant is required before information can be released regarding Sealed (Dismissed) cases. If a notarized release is not provided,

the Court will not acknowledge that a record exists or release any information pertaining to that record (Criminal Procedure Law sec. 160.50).

YOUTHFUL OFFENDER CASES (CPL 720)

If Youthful Offender status was granted pursuant to Section 720 of the Criminal Procedure Law, the Court will only release the information to the Defendant upon receipt of a notarized statement requesting such information and the payment of fees and request form. If a notarized release is not provided,

the Court will not acknowledge that a record exists or release any information pertaining to that record The Court will not release Youthful Offender information to any other individuals - even if the defendant requests such release.

COPIES OF DOCUMENTS

The Court can provide copies of documents within the case file. You must provide the Court with the Docket Number of the case. If you are unable to provide a docket number, you will need to request a record search pursuant to the instructions above. The fee for copies is as follows: $.65 per page (minimum charge is $1.30, maximum charge $40.00). Request must be in writing and state what documents you would like copies of and include payment.

Please note that Court files are destroyed pursuant to a schedule set forth by the Office of Court Administration. This does not mean that the conviction has been expunged, only that the paper file has been destroyed. If it is determined that the file has been destroyed in the normal course of business, the Court Clerk will provide you with a document stating the files have been destroyed.

NO SEARCHES ARE COMMENCED WITHOUT WRITTEN REQUEST FORMS AND PAYMENT!

ONEONTA CITY COURT RECORD REQUEST FORM
81 Main Street, Oneonta, NY 13820
Telephone: (607) 432-4480

ORIGINAL FORM MUST BE MAILED TO THE COURT. FAXED REQUESTS WILL NOT BE ACCEPTED.

I am requesting (check all that apply)

☐ Oneonta City Court Record
$5.00 per 2 year period or fraction thereof

☐ Certificate(s) of Conviction/Disposition
$5.00 per certificate

☐ Copies of Case file **(MUST PROVIDE DOCKET NUMBER)**
$.65/page; Minimum: $1.30, Maximum: $40.00

PAYMENT MUST BE IN THE FORM OF: CASH (IN PERSON), MONEY ORDER, CREDIT CARD* OR CERTIFIED CHECK. *MUST ALSO COMPLETE CREDIT CARD AUTHORIZATION FORM.

Please complete as much information as possible. Incomplete requests will be returned.

NAME OF DEFENDANT	
DEFENDANT'S DATE OF BIRTH	
DOCKET NUMBER (IF AVAILABLE)	
APPROXIMATE DATE OF CASE	
CHARGE	
REQUESTOR'S NAME AND ADDRESS	
TELEPHONE NUMBER	
IF SEALED OR YOUTHFUL OFFENDER INFORMATION IS REQUESTED, A NOTARIZED STATEMENT FROM THE DEFENDANT MUST BE ATTACHED.	

I AM REQUESTING THAT ONEONTA CITY COURT PERFORM A RECORD SEARCH ON THE ABOVE INDIVIDUAL AND PROVIDE ME WITH THE DOCUMENTS REQUESTED.

DATED: _____

INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE

_____
Signature

7/2006

CREDIT CARD AUTHORIZATION FORM FOR SEARCH FEES
ONEONTA CITY COURT

THIS FORM MUST BE COMPLETED IN FULL. If any information is missing - it will be returned to you.

DO NOT FAX THIS FORM. THE COURT WILL NOT ACCEPT AUTHORIZATIONS VIA FAX.

PLEASE REFER TO THE RECORD SEARCH APPLICATION/PACKET FOR THE FEES OR CALL THE COURT AT 607-432-4480 BETWEEN THE HOURS OF 8:00 AM AND 3:45 PM

NAME ON CARD:*	
TYPE OF CARD: ❑ **VISA** ❑ **MASTERCARD**	
CARD NUMBER ___ ___ ___ ___/___ ___ ___ ___/___ ___ ___ ___/___ ___ ___ ___	
V-CODE FROM SIGNATURE STRIP:	**DAYTIME TELEPHONE NUMBER FOR CARDHOLDER:**
EXPIRATION DATE:	
DEFENDANT NAME:	**Amount to be charged: $_____**
FEE TYPE: (check one): ☐ Non-fingerprintable Search ☐ Certificate of Disposition ☐ Other:	
SIGNATURE OF CARDHOLDER:	

I authorize the Oneonta City Court to charge my credit card for the amount indicated above.

INDIVIDUALS USING CORPORATE CARDS MUST PROVIDE DOCUMENTATION ON COMPANY LETTERHEAD THAT THEY ARE AUTHORIZED TO USE SAID CARD.** ***IF FILING IN PERSON, YOU MUST BRING THIS AUTHORIZATION WITH YOU OR THE COURT WILL NOT ACCEPT THE CREDIT CARD.

IF THE CARDHOLDER IS NOT THE INDIVIDUAL REQUESTING THE INFORMATION, THE CARDHOLDER MUST ATTACH A COPY OF HIS/HER PHOTO DRIVER'S LICENSE OR OTHER PHOTO I.D.** ***IF FILING IN PERSON, CARDHOLDER MUST BE PRESENT OR THE COURT WILL NOT ACCEPT THE CREDIT CARD.

THIS **ORIGINAL AUTHORIZATION** MUST BE INCLUDED WITH YOUR APPLICATION.

Oneonta City Court
81 Main Street
Oneonta, NY 13820

STATE OF NEW YORK
UNIFIED COURT SYSTEM
OFFICE OF COURT ADMINISTRATION
26 BEAVER STREET
NEW YORK NEW YORK 10004
(21 I) 428-2810

JONATHAN LIPPMAN
Chief Administrative Judge

ANN T. PFAU
Deputy Chief Administrator

LAURA WEIGLEY ROSS
Assistant Deputy Chief Administrator
Office of Administrative Services

CRIMINAL HISTORY RECORD SEARCH PROGRAM

Effective 7/14/2003, the Office of Court Administration (OCA) of the State of Now York in an effort to provide our customers with a complete and comprehensive criminal history record search (CHRS) is expanding the program from a 13 county search to STATEWIDE. The fee for an individual STATEWIDE record search is $52.00. This procedure is as follows:

1. Complete the Criminal History Record Search (CHRS) application form by indicating name, address and phone number of the person or company submitting application.

2. Include the individual's full name and date of birth you want searched. Applications with unclear or omitted information will be rejected. Each alias and each date of birth is counted as an additional search.

3. A sample CHRS application is on the reverse side of this notice.

4. The results of this process are NOT certified and should not be confused with a "Certificate of Disposition" which can only be issued by a court.

PROGRAM FEE:
The fee is $52.00 for Statewide search. Please make checks or money orders payable to the N.Y.S. Office of Court Administration. Cash will not be accepted. A $20.00 returned check charge will be imposed an items returned by the bank.

FILING INSTRUCTIONS:
Applications may be filed in person weekdays 9:30 a.m. to 4:30 p.m. at-

NYS Office of Court Administration
Office of Administrative Services
Criminal History Record Search
25 Beaver Street (RM 840- Front Counter)
New York, New York 10004

Applications that are hand delivered by 11:30 a.m. will be completed by 4:30 p-m. the next business day.

Applications filed by mail must include a self-addressed postage paid envelope to receive the criminal history search results.

PICK-UP INSTRUCTIONS:
Hand delivered applications for subsequent pick up must include a self-addressed envelope indicating "Hold For Pick-Up." Blank application forms can be picked up at the same address listed above between the hours of 11:00 a.m. and 4:30 p.m.

CHRS INQUIRIES:
Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212)428-2943 between the hour, of 10:00 am and 4:00 pm. Requests for additional copies of the Criminal History Record Search application should be made to OCA's CHRS Intake Unit at (212) 428-2810.

REV 6/03

WEBSITE:

www.nycourts.gov/apps/chrs

NEW YORK STATE OFFICE OF COURT ADMINISTRATION RECORD SEARCH FOR CONVICTION OF PROSECUTION AND PENDING

Rev 6/03

NAME / COMPANY. _____

STREET ADDRESS: _____

CITY, STATE, ZIP _____

TELE./FAX NUMBER: _____

CONTACT:

STATEWIDE SEARCH

PAGE: _____ OF _____

DATE:

MAIL ☐ PICKUP ☐

OFFICIAL USE ONLY

NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use	NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use
1				11			
2				12			
3				13			
4				14			
5				15			
6				16			
7				17			
8				18			
9				19			
10				20			

Statewide Search: The electronic statewide search includes all 62 counties of the State of New York

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212) 428-2943 between the hours of 10:00 and 4:00 pm. Requests for additional copies of the Criminal History Record Search application should be made to O-CA's CHRS Intake Unit at (212) 428-2810.

NEW YORK STATE OFFICE OF COURT ADMINISTRATION RECORD SEARCH FOR CONVICTION OF PROSECUTION AND PENDING Rev 7/03

NAME / COMPANY: PHILIP J. ANDERSON

STREET ADDRESS: 120-35 73rd AVENUE

CITY, STATE, ZIP: FOREST HILLS, NY 11357

TELE./FAX NUMBER: (718)275-0665 / (718)275-0655

CONTACT: PHILIP J. ANDERSON

STATEWIDE SEARCH

PAGE: 1 OF 1

DATE: 6/22/2003

MAIL [X] PICKUP [ ]

OFFICIAL USE ONLY

NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use	NO	TYPE OR PRINT IN CAPITALS LAST NAME, FIRST NAME & INITIAL	D.O.B.	For Your Use
1	MILLER, JOHN H.	2/09/1951		11			
2	LEWIS, SHERRY M.	6/25/1980		12			
3	MITCHELL, ROBERT P.	3/10/1964		13			
4	BLAND, JOSE G.	9/23/1975					
5				15			
6							
7							
8							
9							
10				20			

SAMPLE

Instructions for completing OCA's Criminal History Record Search (CHRS) Application

No.1 Individual or Company is required to complete this section.

No.2 Indicate number of pages, the date of submission, and specify if you prefer the results of the search picked up or returned to you by mail (if by mail, include a self addressed stamped envelope.)

No.3 Receipt information is stamped on the upper right hand corner showing date and job number. Phone inquiries regarding your CHRS request status can be expedited if you have your JOB NUMBER available.

No.4 Print (clearly) or type the full name (Last name, First name and initial) and date of birth of the person you want searched.

No.5 This section is provided for the customer's use.

Statewide Search: The electronic statewide search includes all 62 counties of the State of New York

Inquiries regarding criminal disposition data should be directed to OCA's Criminal History Record Search Unit at (212) 428-2943 between the hours of 10:00 and 4:00 pm. Requests for additional copies of the Criminal History Record Search application should be made to OCA's CHRS Intake Unit at (212) 428-2810.