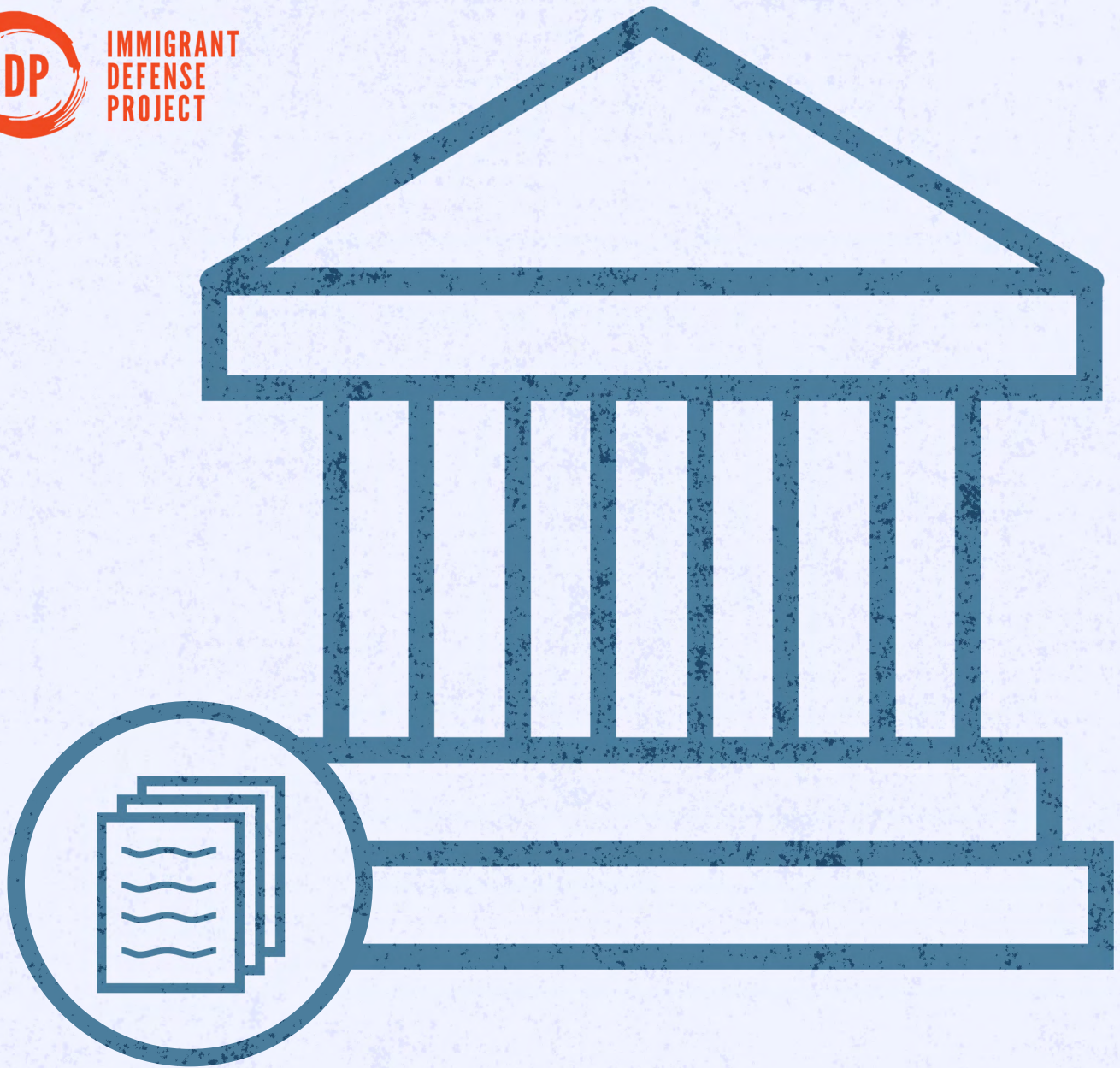




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COMMUNITY RESOURCE

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# How Can I Learn What Happened in My Criminal Court Case in New York City?

There are many types of documents related to a case in New York criminal courts. Each type of document provides different information about the case. In many cases, you do not need every document listed below to understand what happened in a criminal case.

**Follow these steps to figure out the documents that you need to learn about a criminal court case.**

**\*It is important to speak with your local public defender before going to a courthouse if you believe there might be a warrant for your arrest.**

## 1 Get Certificates of Disposition (CoDs) for all your arrests and/or tickets.

- The first step is to get Certificates of Disposition (CoDs) for all your arrests and/or tickets, even for cases that were dismissed or sealed.
- There should be a CoD available for every arrest, ticket, or summons where charges were filed in a criminal court. This includes cases that were dismissed or sealed at the end of the case.
- **You have to go to the court where you appeared for your case(s) to request the CoD for each case. If you were arrested in more than one borough in New York City, you will have to go to the court in each borough where you appeared for your case.**
- If the District Attorney never filed charges and you never had to go to court to see a judge, you should ask the District Attorney’s Office for a “decline to prosecute” letter, or proof of an undocketed arrest in the borough where you were arrested.



Name of Document	What is this document and why does it matter?
<p><b>Certificate of Disposition (CoD)</b></p> <p>This is the most accurate document for learning what happened in a criminal case.</p>	<p>A CoD is an official court document that explains the result of a criminal case.</p> <p>A CoD could include information such as:</p> <ul style="list-style-type: none"> <li>• the court where the case happened</li> <li>• the docket number or indictment number</li> <li>• the case outcome (such as dismissed, acquitted at trial, found guilty by plea, found guilty at trial)</li> <li>• the date of the case outcome and any sentence information</li> </ul>

## 2 How do I get Certificates of Disposition for myself or someone else?

To request a CoD, you should go to the Clerk of the Court at the court where you appeared in front of the judge. If you are requesting your own records, you may need to show a photo ID.

- If you are requesting a CoD on someone else’s behalf, you will need their name and date of birth.
- If the case is sealed, the person who had the case also needs to sign and notarize a release form for someone else to request the documents.
- In some courts, the clerk may charge a fee (usually \$10 per CoD), but you may be eligible for a fee waiver with proof of public assistance. A public defender may also request these documents on your behalf at no cost.





### Do I need to get a RAP sheet?



A RAP sheet, or criminal history record, is not an official court record and may contain incorrect information about the official result of any arrests. A RAP sheet can be useful if you need help remembering your arrests. Individuals and service providers in New York can contact the Legal Action Center for assistance with getting a RAP sheet by calling (212) 243-1313, Monday-Friday from 9AM-5PM. Visit [www.lac.org](http://www.lac.org) for more information.

## 3 Talk to a trusted attorney or representative to learn whether you need any of the following additional documents to understand your case(s):

Name of Document	What is this document and why does it matter?
<p><b>Court file</b></p> 	<p>This is a record of all of the documents kept by the judge(s) who heard the criminal case.</p> <p>The court file could include information such as:</p> <ul style="list-style-type: none"> <li>• documents that the prosecutor submitted to the court against the accused person, including a criminal complaint or indictment</li> <li>• a RAP sheet showing prior arrests</li> <li>• any documents that the defense attorney or accused person submitted to the court</li> <li>• the judge’s notes about what happened at each court appearance</li> </ul>
<p><b>Plea and sentencing minutes</b></p> <p>**This document is not in the court file!**</p> 	<p>The minutes of a case are a written transcript of what was said on the record in the courtroom during a hearing.</p> <p>The <b>plea minutes</b> are a written transcript of what was said in the courtroom when the accused person pleaded guilty.</p> <p>The <b>sentencing minutes</b> are a written transcript of what was said in the courtroom at the time the person received a sentence in their criminal case.</p> <p>NOTE: The plea and sentencing minutes may be on different dates.</p>

## 4 How do I get Court Files for myself or someone else?

To request a court file, you can write to or call the Clerk of Court where the accused person appeared in front of the judge and ask the court to send you a copy of the entire court file.

To request a court file, you need:



Information needed	
1	the name of the accused person
2	the docket number (if the case was in Criminal Court) <b>OR</b> the indictment number (if the case was in Supreme Court)

\*If you need the file quickly, you might be able to make photocopies at the court, but they may charge you a fee per page. You might also be able to take photos with your phone or camera for no charge. If you take photos or make copies, you should also copy the outside of the file folder. This has useful information, such as the dates of the court appearances and the outcome of the case.

## 5 How do I get Plea or Sentencing Minutes for a case?




You should call the Court Reporters Office at the court where the accused person appeared in front of the judge. The Court Clerk's Office can confirm the name of the reporter for that hearing, and where to send a written request for the minutes. The reporter can send the minutes by mail or by e-mail. This process may take a few days or as long as 2 months, depending on the reporter.

To request plea or sentencing minutes, you need:



Information needed	
1	the name of the accused person
2	the docket number (if the case was in Criminal Court) <b>OR</b> the indictment number (if the case was in Supreme Court)
3	The date that the person pleaded guilty or was sentenced
4	the name of the judge who heard the case on the date of the plea or the sentencing.

# GETTING NYC CRIMINAL COURT DOCUMENTS

DOCUMENT	WHAT IT IS	HOW TO GET IT
<p><b>Certificate of Disposition (CoD)</b></p> 	<p>A CoD is an official court document that explains the result of a criminal case.</p> <p>This is the most important document for learning about a criminal court case.</p> <p>This document is not in the court file.</p>	<p>Go to the Clerk of the Court at the court where you appeared in front of a judge.</p> <p>For yourself: Bring a photo ID.</p> <p>For someone else:</p> <ul style="list-style-type: none"> <li>You will need their name and date of birth.</li> <li>If case is sealed, the person who had the case also needs to sign and notarize a release form for someone else to request documents.</li> </ul> <p>In some courts, clerk may charge a fee (usually \$10 per CoD), but a fee waiver may be eligible.</p>
<p><b>Court File</b></p> 	<p>This is a record of all of the documents kept by the judge(s) who heard the criminal case.</p> <p>The court file could include information such as:</p> <ul style="list-style-type: none"> <li>documents that the prosecutor submitted to the court against the accused person, including a criminal complaint or indictment</li> <li>a RAP sheet showing prior arrests</li> <li>any documents that the defense attorney or accused person submitted to the court</li> <li>the judge’s notes about what happened at each court appearance</li> </ul>	<p>Write or call Clerk of Court where the accused person appeared in front of a judge.</p> <p>Ask the court to send you a copy of the entire court file.</p> <p>You’ll need the name of the accused person and the docket number (Criminal Court) or indictment number (Supreme Court).</p>
<p><b>Plea and sentencing minutes</b></p> 	<p>The minutes of a case are a written transcript of what was said on the record in the courtroom during a hearing.</p> <p>The <b>plea minutes</b> are a written transcript of what was said in the courtroom when the accused person pleaded guilty.</p> <p>The <b>sentencing minutes</b> are a written transcript of what was said in the courtroom at the time the person received a sentence in their criminal case.</p> <p>NOTE: The plea and sentencing minutes may be on different dates.</p>	<p>Call the Court Reporters Office at the court where the accused person appeared before a judge. They will confirm the name of the reporter for the hearing and where to send a written request for the minutes.</p> <p>You will need the name of the person who had the case, the docket or indictment number, the date the person pleaded guilty or was sentenced, and the name of the judge who heard the case on the date of the plea or sentencing.</p>

# NEW YORK CITY CLERK OF COURT AND COURT REPORTER CONTACT INFORMATION

## Bronx

Bronx Criminal Court  
215 E 161 St  
Bronx, NY 10451  
Clerk – 718-618-2460  
Court Reporters Office – 718-618-2462

Bronx Supreme Court – Criminal Term  
265 E 161 St  
Bronx, NY 10451  
Clerk – 718-618-3100  
Court Reporters Office – 718-618-1500 x316

## Brooklyn (Kings County)

Kings County Criminal Court  
120 Schermerhorn St  
Brooklyn, NY 11201  
Clerk – 347-404-9409  
Court Reporters Office – 347-404-9357

Kings County Supreme Court – Criminal Term  
320 Jay St  
Brooklyn, NY 11201  
Clerk – 347-296-1076  
Court Reporters Office – 347-296-1381

## Manhattan (New York County)

Manhattan Criminal Court  
100 Centre St  
New York, NY 10013  
Clerk – 646-386-4511  
Court Reporters Office – 646-386-4780

Manhattan Supreme Court – Criminal Term  
100 Centre St.  
New York, NY 10013  
Clerk – 646-386-4000  
Court Reporters Office – 646-386-4400

## Queens

Queens Criminal Court (inc. Part N60)  
125-01 Queens Blvd., Room G-56  
Queens, NY 11415  
Clerk – 718-298-0792  
Court Reporters Office – 718-298-0751

Queens Supreme Court – Criminal Term  
125-01 Queens Blvd.  
Queens, NY 11415  
Clerk – 718-298-1400  
Court Reporters Office – 718-298-1381

## Staten Island (Richmond County)

Staten Island Criminal Court  
26 Central Ave.  
Staten Island, NY 10301  
Clerk – 646-386-4500  
Court Reporters Office – 718-675-8534

Richmond County Supreme – Criminal Term  
26 Central Ave., Room 240  
Staten Island, NY 10301  
Clerk – 718-275-8760  
Court Reporters Office – 718-675-8725