



ONEONTA CITY COURT
Public Safety Building
81 Main Street
Oneonta, New York 13820

Phone: 607-376-5380
Fax: 1-646-963-643
Hours: 8:30 a.m. to 4:30 p.m.

Hon. Robert A. Gouldin

Acting Chief Clerk
Casey M. Johnson

Certificate Of Disposition

A certificate of disposition is an official court document affixed with the Court Seal that indicates the disposition of the case.

The fee for a certificate is \$5.00 and the required fee must be paid in cash, money order, or certified bank check made payable to Oneonta City Court.

Effective April 1, 2021, a service fee will be assessed on all credit card payments. Should you wish to pay by credit card, this form of payment may be made only in person.

The Court will not prepare a Certificate of Disposition in advance of the receipt of the proper fee.

If a case is sealed and you are the defendant, proper proof of identification and a notarized statement will be required to prepare the Certificate of Disposition. If a record is sealed and you are not the defendant or do not have the written permission of the defendant for the release of information, the Court can not acknowledge that a record exists (CPL 160.50). If a defendant is adjudicated a Youthful Offender, information is not available to the defendant without a formal motion to the Court requesting release of information (CPL 720.35).

Please complete the Criminal Certificate of Disposition Request Form and Defendant Authorization to Include Sealed Information on Criminal Certificate of Disposition.

If you do not comply with the above requirements, your application shall be returned to you and must be re-submitted to the Court.

Oneonta City Court

79-81 Main Street, Oneonta, NY 13820; phone 607-376-5380; fax 646-963-6433

Criminal Certificate of Disposition Request Form

Requestor Information		
Requestor	Name:	Date of Request:
	Address:	Phone:
		Email:
Role	<input type="checkbox"/> I am the Defendant or the Defendant's Agent	ID Provided:
	<input type="checkbox"/> As the Defendant or his/her Agent, I am requesting a certificate that includes information that may be sealed pursuant to CPL 160.50, 160.58, 720.15, 720.35 (Include Written Authorization)	
	<input type="checkbox"/> I am NOT the Defendant	
	I Represent: <input type="checkbox"/> OMH <input type="checkbox"/> OPWDD <input type="checkbox"/> FBI/NICS <input type="checkbox"/> OCFS	
Delivery	<input type="checkbox"/> Please mail to the above address	<input type="checkbox"/> I will pick up the certificate when notified
Court Use	<input type="checkbox"/> F <input type="checkbox"/> N <input type="checkbox"/> P <input type="checkbox"/> NP <input type="checkbox"/> QA	

Defendant Information			
Name (Required)	First:	Middle:	Last:
AKA	First:	Middle:	Last:
Date of Birth	Month:	Day:	Year:
Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown

Case Identifiers (Non-Defendant Requestors Must Identify at Least One in this section)			
Docket Number			
Legacy Docket Number / IDV Number			
Arrest Number			
Order of Protection Number			
Certificate of Disposition Number			
Criminal Justice Tracking Number (CJTN)			
Complaint Number			
Ticket Number			
Other Identifiers-Defendant searches must provide as much information as possible, in addition to any information provided above.			
NYSID Number			
Partial Docket Number			
DMV ID Number			
Arrest Date or Date Range	Month: Day: Year:	(From) Month: Day: Year: (to) Month: Day: Year:	
Incident Date or Date Range	Month: Day: Year:	(From) Month: Day: Year: (to) Month: Day: Year:	
Address			
License Plate Number			
Charges			
Other			

Note: It is the policy of the NYS Office of Court Administration (OCA) that persons or agencies requesting a Criminal Certificate of Disposition or information contained in the records of a criminal action must provide the necessary case identifiers for court staff to identify the specific case or record where the information is contained.

If you are unable to provide these necessary case identifiers or if you require information that is beyond the scope that this court location is able to provide, you may be referred to OCA's Criminal History Record Search Unit or other state or local agencies.

**Defendant Authorization to Include Sealed Information on
Criminal Certificate of Disposition**

Name: _____

Date: _____

As the defendant or the defendant's designated agent, understanding that sealed records are available only to the defendant or his/her agent or those specifically referenced in the CPL, I hereby authorize the _____ Court to prepare a Criminal Certificate of Disposition for the matter outlined on the attached Criminal Certificate of Disposition Request form dated: _____ including, but not limited to, any records or portions thereof, which may be sealed under CPL 160.50, 160.58, 720.15 or 720.35.

(Defendant's Signature before a Notary
Public)

(Print Full Name)

Date of Birth: _____

Daytime Telephone No _____

STATE OF NEW YORK :

COUNTY OF : SS.:

On this _____ day of _____, 20____, before me, the subscriber, personally appeared _____ to me personally known and known to me to be the same person described in and who executed the within instrument, and he duly acknowledged to me that he executed the same.

NOTARY PUBLIC

My Commission Expires: