

ELMSFORD VILLAGE COURT CERTIFICATE OF DISPOSITION REQUEST FORM

- 1) Research fee due upon submission – please DO NOT submit this form without first calling the Court for additional instructions.
- 2) If your case was disposed of more than five years ago, your physical case file must be retrieved, and this will result in a delay in preparing your Certificate of Disposition. Your anticipated patience is appreciated.

Is the person requesting the Certificate of Disposition the defendant? Yes No
If Yes, complete only section 2.

If REQUESTOR is NOT the DEFENDANT, please complete both Section 1 AND Section 2.

Date of Request: _____

SECTION 1 REQUESTOR IS NOT THE DEFENDANT

Name of Requestor: _____

Address of Requestor: _____

SECTION 2 DEFENDANT/CASE INFORMATION

Name of Defendant: _____ Date of Birth: _____

Date of Violation: _____ Docket: _____

Original Charges: _____

Defendant's Mailing Address: _____

Current Telephone: (_____) _____

Do you prefer to pick up the Certificate (you will be called when it is ready) or do you prefer that it be mailed to the address printed above?

If the defendant is the requestor, the Certificate will be mailed to the address in section 2. If the requestor is anyone other than the Defendant, the Certificate will be mailed to the address of the requestor in Section 1.

Pick up

Mail

Signature of Defendant: _____

To be completed by Court Personnel ONLY:

Receipt No.: _____ Funds Collected: \$ _____ Clerk's Initials: _____

Mailing Address & Physical Filing Address:
Village of Elmsford | 15 South Stone Avenue | Elmsford, NY 10523
Telephone: (914) 592- 8949 | Facsimile: (914) 347-4726 | No E-Mail Accepted