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Jefferson County Clerk's Office

175 Arsenal Street
Watertown, NY 13601

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Deputy County Clerk
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Secretary to County Clerk
[\(315\)786-6913](tel:(315)786-6913)

Kimberly A. Hayden
DMV Deputy County Clerk
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REQUEST FOR COURT RECORDS

(Form *MUST* be signed in front of a Notary Public)

Index/Case Number: _____

Name of Plaintiff at time of Filing: _____

Name of Defendant at time of Filing: _____

Year of Filing: _____ Contact Number: _____

Address: _____

Non-Certified Copy Needed Certified Copy Needed # of Copies Needed

Signature of Requestor

STATE OF _____

COUNTY OF _____

Subscribed and Sworn To
Before me this _____ day
Of _____, 20____.

Notary Public

- Please call **315-785-3200**, select **Option 2** prior to sending this request to verify copy fees.
- Make the Money Order payable to "Jefferson County Clerk".
- Include a copy of your valid photo ID that includes a signature.
- Include a self-addressed, postage stamped envelope or add \$1.00 per document for postage to your payment to receive your copy.

Please complete this request and mail to:

**Jefferson County Clerks Office
RE: Copy Request
175 Arsenal Street
Watertown, NY 13601**