

STATE OF VERMONT

SUPERIOR COURT

Case No. \_\_\_\_\_

REQUEST FOR ACCESS TO COURT RECORD

You must submit this form to the Court where the record is filed.

Name of Person Requesting Record: \_\_\_\_\_
Home/Cell Phone: \_\_\_\_\_
Work Phone \_\_\_\_\_
Email Address: \_\_\_\_\_
Mailing Address: \_\_\_\_\_

Information Regarding Case Record Requested:

Case Name: \_\_\_\_\_
Case Type: \_\_\_\_\_

Information Requested:

- Entire File
Audio Recording of Hearing
Specific Documents

If this request is time sensitive, please state the reason: \_\_\_\_\_

If this request is for certified or exemplified copy(s), please indicate one of the following options:

- Electronic Certification/Exemplification
Hard Copy (Paper) Document(s)

Requested delivery method: Email Mail Pickup from Courthouse

Date Signature of Requestor Printed Name

For any records you request, you must provide the Court with a self-addressed stamped envelope.

Appeal Process: Pursuant to the Rules for Public Access to Court Records Rule 6(h), an appeal may be filed to the Presiding Judge. To file an appeal, use form 600-00032 - Notice of Appeal of Decision on Access to Court Records and submit it to the court where the record is filed.

1 Copies of documents will be provided at \$.25/page, minimum of \$1.00 [32 V.S.A. §1751(b)(1)(B)]. Retrieval cost for files at The Records Center is \$7.50, payable in advance [1 V.S.A. §316(d) and (e)]. If it takes more than 30 minutes of research \$.33 per minute [1 V.S.A. §316(d) and (e); Uniform Fee Schedule. The court has 3 business days to produce a record for inspection or to provide written certification if a record is deemed exempt from inspection [1 V.S.A. §318(2)]. In certain circumstances, the time for responding may be extended to no more than 10 business days from the date of the request. 1 V.S.A. § 318(a)(5).

2 The cost of a Rewritable CD with case is \$2.31 as per 1 V.S.A. § 316(d)(2003).

3 The costs of electronic certification is \$5.00 and electronic exemplification is \$10 per 32 V.S.A. § 1751(b)(1).

4 The cost of a paper certified copy or official certificate is \$5.00 and paper exemplification is \$10 plus regular copy fees as per 32 V.S.A. § 1751(b)(1).