

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: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

Information Regarding Case Record Requested:

Case Name: _____

Case Type: _____

Information Requested:

- Entire File
 - Audio Recording of Hearing *(please include date/time)* _____
 - Specific Documents *(please list)*
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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** – *may be delivered via email, but may not meet requirements of certain agencies and jurisdictions*
- Hard Copy (Paper) Document(s)** – *includes raised/embossed seal and original signatures, requires pickup or delivery via USPS*

Requested delivery method: Email Mail Pickup from Courthouse

Date

Signature of Requestor

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.

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).

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

The cost of a certified copy or official certificate is \$5.00 as per 32 V.S.A. § 1751(b)(1)(c).