



ONONDAGA COUNTY CLERK'S OFFICE

Emily Essi Bersani
County Clerk

DIVORCE FILE REQUEST

Please be advised, according to Section 235 of the Domestic Relations Law, this office cannot provide copies of documents in a divorce proceeding to any person other than the parties involved and/or their attorneys of record at the time of the proceeding. Any person not a party to the proceeding may obtain a Certificate of Dissolution that states only the party names and the date of the dissolution. The fee to obtain this document is \$5.00.

Our office will provide copies of documents in a divorce proceeding to the party indicated below after they have shown satisfactory identification in person or signed the below statement, and their signature has been notarized. This statement must be accompanied by a self-addressed, stamped envelope and check or money order for payment of the processing/certification fees and mailed to:

Onondaga County Clerk
401 Montgomery Street, Syracuse NY 13202

Regular Copies - .65c/page
Certified Copies - \$5.00 for any document four (4) pages or less.
Any page over four (4) will be an additional \$1.25 per page.

PLEASE CALL OUR OFFICE AT (315) 435-2227 PRIOR TO SENDING THIS REQUEST TO VERIFY FEES

The undersigned, being duly sworn, states I am one of the PARTIES to the below Action of Divorce.	
_____	Vs _____
Name of Plaintiff at time of divorce (Print)	Name of Defendant at time of divorce (Print)
which was brought in Onondaga County Supreme Court on _____ (or approximate year) and was assigned Index # _____ (if known)	
Signature _____	

- OR -

I am the attorney representing one of the parties to this Action of Divorce. If the attorney requesting documents differs from the attorney of record, proof of representation must be provided.	
_____	_____
Attorney Name (Print)	Attorney Signature

State of _____ }
ss County of _____ }

On the _____ day of _____ in the year _____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledge to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public or County Clerk Staff