

ORLEANS COUNTY COURT RECORD SEARCH REQUEST FORM

Please note the following:

- This search request is limited only to the records of **Orleans County Court**.
- This is not a statewide search. Statewide searches must go through OCA's Criminal History Records Search (CHRS) unit.
- Each search is LIMITED to a two (2) year period (date range).
- There is a \$5.00 fee PER SEARCH
- Searches for the same range using a variation of the first or last name is considered a separate search and requires a separate \$5.00 fee. AKAs are included in the search result.

DEFENDANT'S NAME:

AKA: _____

DEFENDANT'S DATE OF BIRTH: _____

DATE RANGE TO SEARCH: _____

TO _____

REQUESTOR CONTACT INFORMATION:

NAME: _____

AGENCY: _____

PHONE: _____

FAX: _____

ADDRESS: _____

PAYMENT: CASH CHECK/MO: *ORLEANS COUNTY CLERK* CREDIT CARD
CREDIT CARD PAYMENT INFORMATION:

Cardholder Name: _____

Zip Code: _____

Mastercard

Visa

Discover

American Express

Card Number: _____

Expiration Date: _____

CVV: _____

E-mail Address: _____

\$1.00 Service Charge will be added to credit card transaction.

Mail Cash/Check to: Orleans County Clerk, 3 South Main St, Suite 1, Albion NY 14411

DATE PAYMENT RECEIVED: _____

RECEIPT NO.: _____

AMOUNT PAID: