

# CERTIFICATE OF DISPOSITION REQUEST FORM

A Certificate of Disposition is an official court document affixed with the Court Seal that indicates the disposition of the case.

The fee is \$5.00. The Court will not prepare a Certificate of Disposition in advance of receipt of the proper fee. The fee must be paid by cash, credit or money order payable to the ITHACA TOWN COURT. Personal checks are not accepted.

If a case is sealed and you are the defendant, proper proof of identification or a notarized statement will be required to prepare a Certificate of Disposition.

If a record is sealed and you are not the defendant, the Court cannot acknowledge that a record exists (Criminal Procedure Law sec. 160.50).

PLEASE PROVIDE THE FOLLOWING INFORMATION:

NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE OF ARREST: \_\_\_\_\_

CHARGE(S): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

To pay the Fee by Credit Card, please complete the following: (there is a 2.99% service fee to process the payment) Please note that neither the municipality nor the court receives any portion of the service fee.

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp Date: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I hereby accept the fee in the amount of \$5.00 and authorize payment and the service fee on the above noted credit card.**

\_\_\_\_\_  
(Signature as it appears on Card)

\_\_\_\_\_  
(Print Name)