



# ONONDAGA COUNTY CLERK'S OFFICE

Room 200 Court House, Syracuse, New York 13202-2171

315.435.2227 • Fax 315.435.3455

Emily Essi  
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.*

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

Copies - \$.65/page

Certified copies - \$5.00 for any document four (4) pages or less

Any page over four (4) will be an additional \$.65/page.

**Any person not a party to the proceeding may obtain a Certificate of Dissolution that states only the party names and the date of dissolution. The fee to obtain this document is \$5.00.**

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) Name of Defendant at time of divorce (Print name)

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