TOMPKINS COUNTY
CLERK'S OFFICE
320 N Tioga Street
Ithaca, NY 14850
(607) 274-5431

Maureen Reynolds
County Clerk

Rachel Graham
Executive Deputy County Clerk

DIVORCE FILE/DOCUMENT 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 *original* 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: **Tompkins County Clerk 320 N Tioga Street Ithaca, NY 14850**

Copies - $.65/page with a minimum of $1.30 for a one (1) page document
Certfied copies - $5.00 for any document plus copy fee
Certified copy of judgment of divorce - $6.95

Any person not party to the proceeding, may obtain a Certificate of Divorce that states only the party names and the date of divorce. The fee to obtain this document is $5.00.

Document(s) requested: _____

The undersigned, being duly sworn, states I am one of the PARTIES to the below Action of Divorce.

_____ **vs** _____
Name of Plaintiff (Print) Name of Defendant (Print)

which was brought in Tompkins County Supreme Court on _____ and was assigned Index # _____

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