

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK
OFFICE OF THE CLERK
U.S. COURTHOUSE
500 PEARL STREET, NEW YORK, NEW YORK 10007

JAMES M. PARKISON
CLERK

#56
#13
#7
#23
#10

Dear Sir/Madam:

The file that you are requesting copy work from has been retired to the Federal Record Center. Enclosed is a form with all the necessary information and instructions on how you can obtain these copies.

Very truly yours,

Rosemarie Fugnetti

Rosemarie Fugnetti
Supervisor
Records Management

Enclosure

Rights Equality Always at Letchworth v. Cuomo



MR-NY-004-001

FEDERAL RECORDS CENTER - NEW YORK

CIVIL OR CRIMINAL BY FAX/MAIL

Please read our INSTRUCTIONS ON THE BACK SIDE OF THIS FORM and then follow the steps below to obtain photocopies of a CIVIL or CRIMINAL case (individual or business). Payment must be made by VISA or MASTERCARD if documents are returned by fax.

Step #1: OBTAIN CASE INFORMATION

For each case, obtain the following information from the U.S. District Court where the case was filed and closed. Your request cannot be serviced without the correct information in each of these blocks. PLEASE USE ONE FORM PER CASE. ORDERS WILL NOT BE TAKEN BY TELEPHONE.

City Where Court is Located S.D. NY Albany	FRC Accession Number 021-92-163	FRC Location Number R060171
Case File Name(s) RIGHTS EQUAL CUMS	Case File Number 84-4163	Agency Box Number 37

Step #2: REQUEST INFORMATION

Please check appropriate block (only check one). REFER TO INSTRUCTIONS ON REVERSE SIDE FOR EXPLANATION OF OPTIONS.

- OPTION A: CRIMINAL PACKAGE - Pre-selected documents from Criminal case. Cost: \$7.50
- OPTION B: ENTIRE CASE - All documents of case file of Criminal or Civil. Cost: \$35.00
- OPTION C: SPECIFIC DOCUMENTS - Civil or Criminal cases. Cost: 26.00
- CERTIFICATION: \$5.00 (Copies can be certified if and only if the documents are returned by mail.)

Step #3: RETURN INFORMATION

Necessary information needed to process and return your request.

IF RETURNED BY MAIL, CHECK HERE AND COMPLETE BELOW:

NAME: _____
 ADDRESS: _____
 CITY _____ STATE _____ ZIP _____

IF RETURNED BY FAX, CHECK HERE
 FAX PHOTOCOPIES TO THE ATTENTION OF:

FAX NUMBER: (____) _____

PAYMENT FOR COPIES SENT BY FAX MUST BE MADE BY MASTERCARD OR VISA ONLY. Please print the following information.



ACCOUNT NUMBER: _____
 EXPIRATION DATE: _____
 YOUR DAYTIME TELEPHONE NUMBER: (____) _____



Step #4: SUBMIT REQUEST

Complete this form and FAX to (201) 823-5427 or mail to the address below. REQUESTS CANNOT BE MADE BY TELEPHONE.

Federal Records Center
 Military Ocean Terminal, Bldg. 22
 Bayonne, NJ 07002

**INSTRUCTIONS FOR REQUESTING COPIES
OF CRIMINAL OR CIVIL CASES
FROM THE FEDERAL RECORDS RETURNED VIA FAX or MAIL**

IMPORTANT! READ THESE INSTRUCTIONS COMPLETELY BEFORE COMPLETING YOUR REQUEST FORM.

To review U.S. Court records at FRC, please refer to instructions titled **REVIEW U.S. COURT RECORDS AT FRC.**

The New York Federal Records Center will service requests delivered by the U.S. Postal Service, Common courier, or FAX for photocopies of Civil or Criminal Case Files. **ORDERS WILL NOT BE TAKEN OVER THE TELEPHONE.** We do not send confirmation that your fax was received. Orders sent by fax must be paid by credit card (MasterCard or VISA only). Orders sent to the FRC by USPS or Common courier may be paid by check, money order, or credit card. Checks and money orders should be made payable to **NATIONAL ARCHIVES TRUST FUND.** **ALL COPIES** of documents returned by **FAX** cannot be certified. Phone calls inquiring about the status of your request interrupt those processing the requests which lengthens the turnaround time. Requests are normally processed the day they are received, but no later than two days.

OPTIONS:

OPTION A: CRIMINAL PACKAGE. COST: \$7.50 (Uncertified), \$12.50 (Certified)

The New York Federal Records Center will make copies of the following documents only. **NO SUBSTITUTES ACCEPTED!**

1. The Judgement and Sentence or Probation/Commitment Order
2. Charging Documents (The Indictment, Rule 20, or Information Document).

If you choose the **PACKAGE**, you will receive copies of the documents that are filed in the case and a list of any documents that are missing. All questions concerning file contents should be directed to the appropriate **DISTRICT** court.

OPTION B: ENTIRE CASE. COST: \$35.00 (Uncertified), \$40.00 (Certified)

All documents of the case file will be copied. You will be notified and given further options if your request exceeds the 60 page limit for documents returned via fax or the 100 page limit for documents returned via mail.

OPTION C: SPECIFIC DOCUMENTS. COST: \$26.00 (Uncertified), \$31.00 (Certified)

A copy of the **DOCKET SHEET** obtained from the court indicating the case file name, number, and the date and title of the specific document(s) to be copied must be included with the request form. Circle the document(s) that are to be copied. All questions concerning file contents should be directed to the appropriate **DISTRICT** court. You will be notified and given further options if your request exceeds the 60 page limit for documents returned via fax or the 100 page limit for documents returned via mail.

CERTIFICATIONS: \$5.00 per certification. Copies can be certified if and only if the documents are returned by mail. **CERTIFICATION** provides you with a form stating that all reproductions are a true and correct copy of documents in our custody. **CERTIFICATION** does not mean that photocopies will be returned by certified mail.

YOUR REQUEST WILL BE RETURNED UNSERVICED IF:

1. The information supplied in Step #1 is incorrect or incomplete.
2. The name on the case file does not match the name and case number requested.
3. Your VISA or MasterCard is not approved.
4. A copy of the **DOCKET SHEET** for Option C is not included, or if requested items are not clearly marked.
5. Your request exceeds 60 (fax) or the 100 (mail) page limit.