

Gizelle J. Meeks
County Clerk/RMO
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Jefferson County Clerk's Office
175 Arsenal Street
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Ashley L. Gascho
Deputy County Clerk
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Kaitlyn A. West
Administrative Assistant
[\(315\)785-3312](tel:(315)785-3312)



Mandy M. Clermont
DMV Deputy County Clerk
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Criminal Certificate of Disposition Request Form

(Form MUST be signed in front of a Notary Public)

Requestor Information:	
Name:	
Phone Number:	
Email:	
Address:	

Role – Please Select only ONE:	
<input type="checkbox"/>	I am the Defendant.
<input type="checkbox"/>	I am the Defendant's Agent. (Must provide notarized authorization from the defendant.)
<input type="checkbox"/>	I am a third party.

Defendant Information:	
Name:	
Date of Birth:	
Case Number:	
Indictment Number:	

*****Note: Our office will not automatically verify the date of birth for disposition requests. If you require confirmation of the date of birth, you may first submit a separate search request with the appropriate fee(s). *****

Receipt – Please Select only ONE:	
<input type="checkbox"/>	Please mail to the above address (MUST provide a self-addressed stamped envelope).
<input type="checkbox"/>	Please email to the above email address.
<input type="checkbox"/>	I will pick up at court when notified.

Signature of Requestor

STATE OF _____

COUNTY OF _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

- Fee - \$5.00 per disposition. A separate form must be completed for each disposition being requested.
- Make Check or Money Order payable to "Jefferson County Clerk". Personal checks are NOT accepted.
- Include a self-addressed, stamped envelope or add \$1.00 postage to your payment to receive your copy.