STATE OF VERMONT

SUPERIOR COURT

Docket No.

REQUEST FOR ACCESS TO COURT RECORD

You must submit this form to the court where the record is filed

Name of Person Requesting Record: _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

_____

Information Regarding Case Record Requested:

Case Name: _____

Case Type: _____

Information Regarding Administrative Record Requested:

_____

_____

Information Requested:

- ☐ Entire File
- ☐ Audio Recording of Hearing *(please include date/time)* _____
- ☐ Specific Documents *(please list)*

_____ _____ _____

_____ _____ _____

_____ _____ _____

_____ _____ _____

If this request is time sensitive, please state the reason:

_____

_____

_____ _____

Date *Signature of Requestor*

Appeal Process: Pursuant to the Rules for Public Access to Court Records Rule 6(h), an appeal may be filed to the Presiding Judge. To file an appeal, use form 600-00032 – Notice of Appeal of Decision on Access to Court Records and submit it to the court where the record is filed.

Copies of documents will be provided at $.25/page, minimum of $1.00 [32 V.S.A. §1751(b)(1)(B)]. Retrieval cost for files at The Records Center is $7.50, payable in advance [1 V.S.A. §316(d) and (e)]. If it takes more than 30 minutes of research $ .33 per minute [1 V.S.A. §316(d) and (e); Uniform Fee Schedule. The court has *3 business days* to produce a record for inspection or to provide written certification if a record is deemed exempt from inspection [1 V.S.A. §318(2)]. In certain circumstances, the time for responding may be extended to no more than 10 business days from the date of the request. 1 V.S.A. § 318(a)(5).
The cost of a Rewritable CD with case is $2.31 as per 1 V.S.A. § 316(d)(2003).