

Suffolk County Clerk's Office
Judith A. Pascale ~ Suffolk County Clerk
310 Center Drive ~ Riverhead, NY 11901 (631) 852-2000 Ext. 852

How to order copies of Divorce/Stipulation/Domestic Relations Order (QDRO)

Please be advised that only the parties, their attorney(s) of record, or someone with a Court Order may obtain these records.

The Index Number is required. If unknown, you may search online from April 01, 1984 to present to obtain your Index Number and **avoid a search fee.** To search for your Index Number click **here** accept the agreement (**be sure to adjust the popup blocker settings to allow popups**). On the next screen, under **SEARCHES**, select Court Minutes from the drop-down menu. Solve the math problem in the Captcha Field and click submit. Type in the last name of the Plaintiff **or** Defendant then click Search, which will return all index numbers that match your criteria from 04/01/84 to date. Review the returned results to identify your index number.

Fee Schedule

Certified Copies are \$ 1.25 per page per document. There is a minimum of \$ 5.00 (4 pages) and a maximum of \$ 40.00 per document copy (32 pages).

Plain Copies are \$.65 per page per document. There is a minimum of \$ 1.30 (2 pages) and a maximum of \$ 40.00 per document copy (62 pages).

Index Number Search Fee if required (fee is \$5.00 for every two years searched) applies **only** if search is to be performed by Suffolk County Clerk's staff (if index number is not known).

Requirements

- 1) **Written Request** (you may use the form below) include the following:
 - a) Include an **Index Number**
 - b) **Name of Parties** (Plaintiff and Defendant) at time of Divorce
 - c) **Notarized Signature (If signature is not notarized request will be rejected)**

- 2) **Payment**
 - a) Make check or money order **payable** to the **Suffolk County Clerk**
 - b) **Not to exceed check** (if page count is unknown) Leave amounts blank but in the memo portion of check write "not to exceed" and insert estimated amount (calculate amount based on fee Schedule above). Check cannot be cashed for more than the amount written in the memo section of the check. Staff will process order and write in the exact amount.
 - c) Include a **self-addressed stamped envelope**.
 - d) Include a **legible copy of a currently valid government issued photo ID** (driver's license, passport etc.)
 - e) **Mail** to address listed at the top of the form. Mark envelope **Attn: Court Actions**

- 3) Place a check in the box(es) to indicate your request for certified and/or plain copies and indicate the number of copies of each document you are requesting in the space provided.

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Order Form

Judgment of Divorce

Number of copies

Certified Copy

Plain Copy

Stipulation

Number of copies

Certified Copy

Plain Copy

Domestic Relations Order

Number of copies

Certified Copy

Plain Copy

Index Number: **Year**

Number

Plaintiff:

Defendant:

Index Number Search (\$5.00 for every two years search) **From** **To**

Telephone number:

Other Divorce Documents

Note: Include Index Number the type of any other document in file, amount of copies plain or certified that you are requesting, please calculate and include payment per Fee Schedule listed on instructions. When requesting copies of Domestic Relations orders, please specify the person or retirement plan(s) needed if there is more than one.

Name

Sworn to this day

of 20

Signature

(Type or Print)

Notary Public