

Records Center's *Mission Statement*

The mission of Records Center is to serve the Public, the Courts, Law Enforcement Agencies and Governmental Agencies through the maintenance, retrieval and destruction of the records of the Judicial Branch in conformance with the Connecticut General Statutes and the Connecticut Practice Book.

Pursuant to the Connecticut Practice Book, the Records Center stores the following types of records for the following time period:

TYPE RETENTION

Nolles/Dismissals	3 years
Infractions	5 years
Motor Vehicle Misdemeanors	10 years
Criminal Misdemeanors	10 years
Criminal Felonies	20 years or length of sentence, which ever is longer
Youthful Offender	10 years
Civil	1 year to permanent depending on the disposition/ type of case

SUPERIOR COURT RECORDS CENTER

111 Phoenix Ave.
Enfield, CT 06082
(860) 741-3714
Monday through Friday
9:00 a.m. - 5:00 p.m.

The Judicial Branch of the State of Connecticut complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court clerk or an ADA contact person listed at www.jud.ct.gov/ADA/.

www.jud.ct.gov



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SUPERIOR COURT RECORDS CENTER



Who We Serve . . .

**The Public
The Courts
Law Enforcement Agencies
Governmental Agencies**

**State of Connecticut
Judicial Branch**

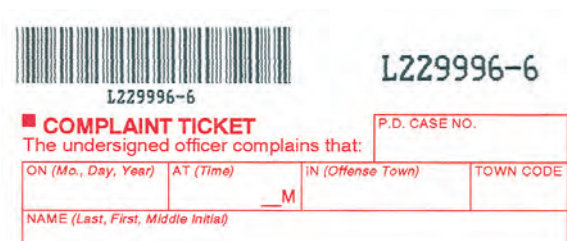
The following information is necessary for the Records Center to locate a record:

- Name on the File
- Court Docket Number
- Date of Disposition
- Court where the case was heard
- If Civil case, we require the Records Center Location Number (available at the court)

How do I get a copy of my Infractions/Violations Complaint Ticket?

Please contact the Centralized Infraction Bureau at (860) 529-9061.

Any Infraction/Violation Complaint Ticket over 5 years old will be destroyed per Section 7-13 of the Connecticut Practice Book.



How do I get to the Records Center?

The Records Center is located approximately 15 miles north of Hartford and 10 miles south of Springfield, MA. Take I-91N or I-91S to exit 47E, turn right off the exit and take the first street on the right (Phoenix Avenue). The Records Center is the last building on the left.

What are the fees for a copy of a record?

The fees are \$1.00 per page and \$2.00 for the certification. A typical court file consists of 3 pages. Include \$3.00 for a plain copy or \$5.00 for a certified copy. Make check payable to the "Treasurer State of Connecticut." You will be contacted by the Records Center if additional fees are required.

DO NOT SEND CASH.

How do I go about ordering a copy of a file?

Mail your request to the Records Center at **Superior Court Records Center, 111 Phoenix Ave., Enfield, CT 06082** (Note: this also can be done in person). Be sure to include the Name on the File, Court Docket Number, Date of Disposition and the Court where the case was heard. If you do not have this information, you must contact the Clerk's Office where the case was heard.

What does a court file consist of?

A court file may include any or all of the following documents. Executed arrest warrant; original affidavit in support of probable cause; summons and complaint; infraction/payable violation complaint; uniform arrest report (UAR); information or indictment and any substitute information; written plea of nolo contendere; documents relating to programs; official receipts; judgment mittimus; notice of rights; orders regarding probation; and transaction sheet.

To obtain a copy of the police report you must go to arresting police department.

How do I attempt to open a case?

- Get a copy of the file
- Contact the court where the case was heard
- Follow the Clerk's Office procedures for opening
- If the case is an Infraction or a Payable Violation disposed by Centralized Infractions Bureau, call (860) 529-9061 for further information

If all of my charges were Nolle/Dismissed, how long do they stay a public record?

- Nolle - 13 months from the date of disposition
- Dismissal/Not Guilty/Acquittal - 20 days from the date of disposition

Under what circumstances would a Clerk's Office or Records Center respond that there is no public record of a case?

- Nolle over 13 months
- Dismissal/Not Guilty/Acquittal over 20 days
- Defendant is granted an absolute Pardon
- Adjudicated a youthful offender and has been discharged from the supervision of the court