

Sections 7-11 and 7-13 of the Connecticut Practice Book require the Records Center to keep the following types of records for the following time period:

- Nolles/Dismissals – 3 years
- Paid Infractions/Violations – 5 years
- Motor Vehicle Misdemeanors – 10 years
- Criminal Misdemeanors – 10 years
- Criminal Felonies – 20 years or the length of sentence, whichever is longer
- Capital Felonies – 75 years
- Youthful Offender – 10 years
- Not Guilty because of Mental Disease or Defect – 75 years
- Civil/Family/Juvenile – 3 years to permanently depending on the disposition and type of case
- Actions Affecting Title to Land – 40 years

***Please Note:** Some records do not stay public records for the whole time that they are kept by the Records Center. If a record is no longer public, only certain individuals will have access to that record.

How do I get to Records Center?

The Records Center is located about 15 miles north of Hartford and 10 miles south of Springfield, MA. Take I-91 N or I-91 S 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 in the Enfield GA Courthouse.

SUPERIOR COURT RECORDS CENTER

111 Phoenix Avenue
Enfield, CT 06082

SuperiorCourtRecordsCenter@jud.ct.gov

(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 American's with Disabilities Act (ADA). If you need a reasonable accommodation in accordance with the ADA, contact a court person listed at www.jud.ct.gov/ADA/.



www.jud.ct.gov

Copyright 2016
State of Connecticut Judicial Branch

SUPERIOR COURT RECORDS CENTER



Mission Statement

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

SuperiorCourtRecordsCenter@jud.ct.gov

You need to have the following information for the Records Center to be able to find a specific record:

- Party name
- Docket number
- Date of disposition
- For civil cases, you must also have the Record Center Location Number (available from the Clerk's office where the case was heard)

If you do not know all of this information, you can look online or contact the Clerk's Office at the court where the case was heard.

Criminal/Motor Vehicle docket numbers: <http://www.jud.ct.gov/crim.htm>

Civil and Family docket numbers
<http://civilinquiry.jud.ct.gov/>

Court Telephone Numbers:
http://www.jud.ct.gov/directory/court_directions.htm#GA

There are three ways that you may request (ask for) a copy of a file or record:

- Email your request to: SuperiorCourtRecordsCenter@jud.ct.gov. Email is the preferred method for requesting copies. The Records Center staff will respond promptly when the file has been located, and will tell you the cost and your options for getting the copies.
- You may also call (860) 741-3714 between 9:00 a.m. and 5:00 p.m. Monday-Friday.
- You may also send a written request to the Records Center at 111 Phoenix Avenue, Enfield, CT 06082.

*** PLEASE DO NOT APPEAR IN PERSON AT THE RECORDS CENTER WITHOUT CONFIRMATION THAT THE FILE HAS BEEN LOCATED.**

What are the fees for a copy of a record?

All copies are \$1.00 per page. There is an additional \$2.00 fee if you would like the documents certified. Please do not send cash through the mail.

What documents may be in a court file?

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 about probation; and transaction sheet.

If all of my charges were nolleed or 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 the Clerk's Office or the Records Center say that there is no public record of or in a case?

- The case was dismissed more than 20 days ago.
- A nolle was entered in the case more than 13 months ago.
- The case either ended in a finding of "not guilty" or a judgment of acquittal more than 20 days ago.
- The file is sealed by statute or court order.
- The defendant was granted an absolute pardon.
- The defendant was adjudicated a youthful offender and has been discharged from the supervision of the court.

- The offense for which the defendant was convicted has been decriminalized.
- The records of the case are subject to erasure under section 54-142a of the Connecticut General Statutes for another reason.

IF ANY OF THESE EVENTS HAVE OCCURRED, THE CLERK MUST RESPOND BY SAYING THAT THE COURT HAS "NO PUBLIC RECORD OF THE CASE." THE DETAILS OF SUCH A CASE OR ITS DISPOSITION CANNOT BE DISCLOSED EXCEPT TO THE DEFENDANT WITH PROPER IDENTIFICATION.

The following are acceptable forms of identification:

- A current Connecticut driver's license
- A current Connecticut driver's only license
- A current driver's license from another state that has a photo of the individual
- An official, current, valid photo ID issued by a municipality, employer, or college
- A current passport
- A current identity card issued by the Connecticut DMV

SuperiorCourtRecordsCenter@jud.ct.gov