HOW TO GET COPIES OF YOUR FILE:

1. **Find out where your file is located.** Your file is located in Buffalo City Court or in New York State Supreme Court. To find out where to go, take a look at your summons and complaint or your judgment, if you have one.

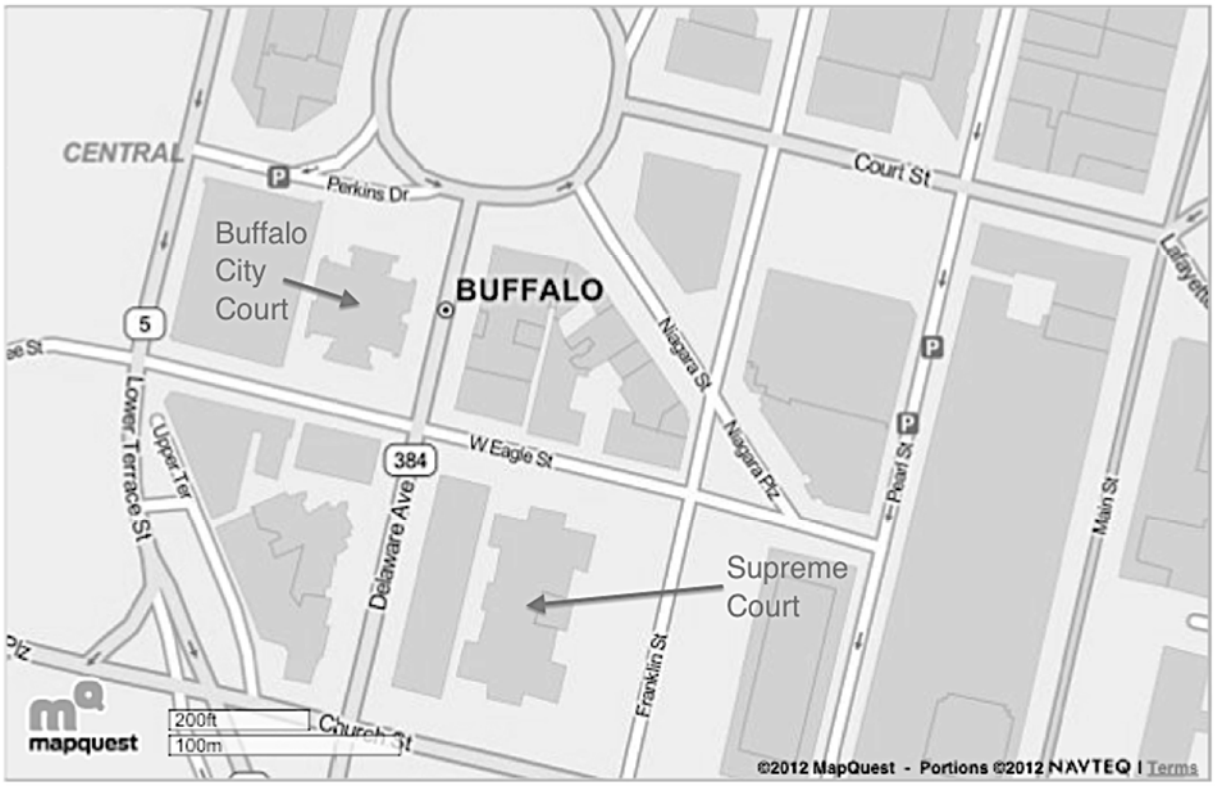
   - If the document says **State of New York Supreme Court: County of Erie**, then your file is located in New York State Supreme Court.

   - If the document says **Civil Court of the City of Buffalo: County of Erie**, then your file is in Buffalo City Court.

2. **Go to where your file is located.** A map is on the back of this page to help you.

For Supreme Court:	**For Buffalo City Court:**
1. You are looking for the Actions and Proceedings department at the Erie County Clerk's Office. It is located at 92 Franklin St. Use the Franklin St entrance, and go through security. 2. Once through security, walk past the elevators, and take a left. The room at the end of the hall is Actions and Proceedings. 3. Request a copy of your file, including the affidavits of service. The cost for copies is $1.00 for the first page, and $.50 for each additional page.	1. Buffalo City Court is located at 50 Delaware Ave. Use front door and go through security. 2. Find the **Civil Judgments Room**. It is located on the first floor close to where you entered the building. 3. Request a copy of your file, including the affidavits of service. The cost for copies is $.65 per page, and there is a $1.30 minimum charge.

CLARO sessions: Mondays 10:00 – 12:00 Buffalo City Court, 7th Floor, Part 15
Tuesdays 5:00 – 7:00 at BFNC, 45 Jewett Avenue, Suite 250A (Corner of Leroy and Halbert)



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