

Effective May 1, 2018 the Superior Court Records Center facility at 111 Phoenix Avenue in Enfield, CT will close. The function of retrieving disposed files of the Superior Court will be transferred to Court Operations Centralized Services at 225 Spring Street in Wethersfield, CT.

As of May 1, 2018, requests for files must be made to:

SuperiorCourtRecordsCenter@jud.ct.gov

Or

860.263.2750

All requests for files must include the name of the case and docket number. Docket numbers may be available on-line at www.jud.ct.gov utilizing the case look-up function.

Files should be available within one or two business days.

Once retrieved, files may be available to the requester in one of the following ways:

- Email at no charge (size limitations may apply)
- Pick up at any Court Location (copy and certification charges may apply)
- Pick up at Centralized Services (copy and certification charges may apply)

Availability, as well as any special instructions, will be communicated directly to the requester. Some files may require proof of identification.

Requests for Criminal Record Checks, Criminal Histories and Letters of Good Conduct must be made through the Department of Emergency Services and Public Protection at <http://www.ct.gov/despp>