July\_\_\_, 202X

Clerk of the Court

County of ABC, State of New York

000 Any Street

City, New York 10000

Re: Client’s Name (AKA, if any) DOB

DIN or B&C No.,

if any Child/ren’s Name(s) (DOB 1-23-00)

Family Court County of \_\_\_\_\_\_\_\_\_\_\_

Docket No(s), if known

To the Clerk of the Court:

I am currently incarcerated at the ROSE M. SINGER CENTER at RIKERS ISLAND OR the TACONIC CORRECTIONAL FACILITY OR BEDFORD HILLS CORRECTIONAL FACILITY. I understand that a family court case that involves my children and me has been filed. Please provide me with copies of all petitions and court orders related to all cases involving myself and my children.

Please inform me of dates for upcoming court appearances and the name and contact information for my attorney, if one has been appointed to represent me and the name and contact information for attorney(s) appointed for my child(ren).

I would like to be produced in person (or by phone) for the next court appearance

Thank you for your attention to this request.

Please send copies to me at the following address:

Client Name

DIN or B&C Number

Name of Correctional Facility

Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature

Sworn to before me this

Xth day of Month 202X

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Signature

Notary stamp or seal