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WARD 4
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WARD 5
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COUNCIL VICE-PRESIDENT
WARD 6

CRANSTON MUNICIPAL COURT
5 GARFIELD AVENUE
CRANSTON, RHODE ISLAND 02920-7805

MATTHEW B. SMITH
CHIEF JUDGE
RAYMOND C. COIA
SENIOR ASSOCIATE JUDGE
MICHAEL FORTE, JR.
ASSOCIATE JUDGE
MELISSA LARSEN
ASSOCIATE JUDGE
ROBERT A. RAGOSTA
ASSOCIATE JUDGE
FRANK R. SACCOCCIO
ASSOCIATE JUDGE
ELISABETH A. BETTIS
COURT ADMINISTRATOR

CRANSTON MUNICIPAL COURT

REQUEST FOR RECORDS UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____ **Request Number _____**

Name (optional) _____

Address (optional) _____

Telephone (optional)_____
Requested Records:

Summons Number: _____
Date of Incident: _____
Type of Ticket: _____
Name of Defendant/Violator: _____

If these records are not readily available at the time of your request, please advise whether you desire to:

_____ Pick up Records OR _____ Regular Mail (please provide mailing address using this option)

R.I. General Laws § 38-2-1 et seq., commonly known as the Access to Public Records Act.

- A request can be made in person between the hours of 8:30 AM and 4:30 PM, or by telephone, letter, fax or email. You can also submit your request using this Public Records Request Form. If you do not provide any identifying or contact information you must contact the Public Records Officer to obtain a request number so that we may respond to your request.
- The Access to Public Records Act allows ten (10) business days within which to respond to a public records request. This time period can be extended to twenty (20) business days if the voluminous nature of the request, the number of request for records pending, or the difficulty in searching for and retrieving or copying the requested records is such that additional time is necessary.
- Any denial of the right to inspect or copy records, in whole or in part, will be made to you in writing, and will include the reason(s) for the denial and the procedures for appealing the denial.
- The cost per copied page is fifteen cents ($0.15). The hourly cost for a search and/or retrieval is fifteen dollars ($15.00) per hour. There is no charge for the first hour of a search and/or retrieval.