

REQUEST FOR CERTIFIED COPY OF ADMINISTRATIVE RECORD

A. An action has been filed seeking judicial review of the State Review Officer's Decision issued in Office of State Review Appeal Number .

B. The caption of the court proceeding is as follows:

Plaintiff(s) vs

Defendant(s)

C. The index or docket number of the court proceeding is .

D. The case was filed in the:

U.S. District Court Northern District

U.S. District Court Southern District

U.S. District Court Eastern District

U.S. District Court Western District

New York State Supreme Court *(Please specify County)*

Other *(Please specify)*

The Judge assigned to preside over the case is .

Magistrate Judge is also assigned to the case. *(If applicable)*

E. I have received confirmation from the chambers of the assigned judge that *(select ONE)*

The court prefers that a **hard copy** of the certified administrative record be sent **to chambers directly from the Office of State Review at the following address:**

The court prefers that the certified hard copy of the administrative hearing record be sent by the Office of State Review **to counsel for the school district** and be digitized and filed electronically in accordance with the court's CM/ECF rules.

The court prefers that the certified hard copy of the administrative hearing record be sent by the Office of State Review **to counsel for the parent(s)** to be digitized and filed electronically in accordance with the court's CM/ECF rules.

(Signature)

(Printed Name)

(Street Address)

(City, State and Zip)

(Telephone Number)

(Fax Number)