

JUVENILE DIVISION

ASHLAND COUNTY COURT OF COMMON PLEAS

PUBLIC RECORD COPY REQUEST

A written request is not mandatory. A requestor may decline to reveal the requestor's identity or the intended use. The Court may ask for a written request, or disclosure of the identity of the requestor or intended use when that would enhance the ability of the Court to identify, locate or deliver the records.

Certain juvenile records must be personally picked up. Other records can be delivered to you by mail or other type of delivery. If you choose to have the records sent to you by other means, the Court will require pre-payment of the cost of the copies and delivery charges. The Court may require additional information to fulfill your request.

COSTS OF COPIES OF RECORDS: \$.10 per page for uncertified copies and \$1.00 per page for certified copies of documents in a case file AND \$1.00 PER CD (# OF CD'S required will depend on the size of the digital file), plus delivery costs.

NAME OF REQUESTOR:

CONTACT PHONE NUMBER:

CONTACT EMAIL:

DATE OF REQUEST:

MAILING OF DOCUMENTS REQUESTED

MAILING ADDRESS:

RECORDS REQUESTED

COPY OF CASE FILE (CASE NO. _____ & JUVENILE'S NAME _____)

COPY OF ENTIRE FILE REQUESTED

PARTIAL COPY OF FILE REQUESTED (list specific documents you desire copies of)

COPY OF RECORDING OF HEARING (CASE NO. _____ & JUVENILE'S NAME _____)

DATE(S) OF HEARING: _____

OTHER:

For Court use only:

Date Received: _____ Date Records Made Available: _____