

# PROBATE 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.

You may pick copies of records up in person, or the Court may deliver them to you. The Court requires pre-payment of the cost of the copies and the delivery costs. The Court may require additional information to fulfill your request.

**COSTS OF COPIES OF CASE FILE RECORDS:** \$.10 per page for uncertified copies and \$1.00 per page for certified copies. **COST OF COPIES OF RECORDINGS OF HEARINGS:** \$1.00 PER CD (# OF CD'S required will depend on the size of the digital file). **COST OF A CERTIFIED COPY OF A MARRIAGE LICENSE:** \$2.00

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NAME OF REQUESTOR:

CONTACT PHONE NUMBER:

CONTACT EMAIL:

DATE OF REQUEST:

MAILING OF DOCUMENTS REQUESTED

MAILING ADDRESS:

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## RECORDS REQUESTED

**COPY OF MARRIAGE LICENSE:** LIST THE NAME EACH SPOUSE HAD AT THE TIME THE MARRIAGE LICENSE APPLICATION WAS MADE

Marriage 1:

Marriage 2:

Marriage 3:

Spouse 1:

Spouse 2:

Date of Marriage:

# of Copies Requested:

**COPY OF CASE FILE (CASE NO. \_\_\_\_\_ & NAME ON CASE FILE \_\_\_\_\_)**

**Date of Birth:**

**Date of Death:**

COPY OF ENTIRE FILE REQUESTED

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

**COPY OF RECORDING OF HEARING (CASE NO. \_\_\_\_\_ & NAME ON CASE FILE \_\_\_\_\_)**

**DATE(S) OF HEARING:** \_\_\_\_\_

**OTHER:**

**For Court use only:**

**Date Received:** \_\_\_\_\_ **Date Records Made Available:** \_\_\_\_\_