

## **PUBLIC RECORDS OF THE COURT**

Records of the Ashland County Court of Common Pleas, Probate and Juvenile Division, which are not exempt from disclosure, are available for inspection and copying in accordance with the Ohio Public Records Act. Copies of public records can be obtained from the Court during regular business hours.

### **Probate Court Records**

The records of probate courts are generally public. Probate Court records that are not public include the records of civil commitment cases, adoption reports, and abortion notification bypass records.

### **Juvenile Court Records**

The records of juvenile courts are generally not public. Parents, legal guardians, and attorneys representing the parties are permitted access to these records. Cases regarding juvenile traffic, delinquency, and unruly matters, including probation records, are not public. Cases regarding abused, neglected, and dependent children are not public. Parentage, support modification, and visitation cases are generally public.

### **Public Records Requests**

You may view the public records you have requested at all reasonable times during the regular business hours of the Court. You can access docket information about accessible probate matters on the Court's website. If you wish to view public records at the Court, we will promptly make them available to you. No original documents shall be removed from the Courthouse. The Court will require you to view original court records at the clerk's office. If you wish to receive copies of records, the court will provide them within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested, the proximity of the location of where the records are stored, and the necessity for any legal review of the records requested. Please note that some of our records are stored in off-site archives and therefore it may take some time to retrieve those records. Requesting those records before coming to the Courthouse will facilitate your being able to review those records in a timely manner.

Once the Court has received your request, the Court will provide a response or acknowledge your request and provide you with an estimate of when you should expect the Court's response, an estimated cost if copies have been requested, and the items (if any) that the Court expects may be exempt from disclosure. If at any time prior to completing the Court's response, the Court determines that the response will take longer than initially estimated (because of the volume of records requested, the proximity of location of where the records are stored, or the complexity of the legal review), the Court will inform you of this change.

Ohio law states that you are not required to disclose your identity in your public records request, your reason for the request, or that you must make your request in writing. However, if you wish to make your request in writing, the forms for making your request can be accessed on the Court's website.

If any portion of your request for records must be denied because the records are exempt from disclosure, the Court will inform you which records you have requested are not public by marking the portion "redacted," or the Court will explain which portion of the record(s) have been redacted. In addition, the Court will provide you with the legal authority upon which the Court has relied for such redaction. If the Court denied your request because it is overbroad, ambiguous, or does not reasonably identify the records you are requesting, the Court will provide you with information about how the Court's records are maintained, and, if you wish, you may revise your request for records.

### **Fees For Records Request Copies**

The fee that covers the Court's direct cost for duplication of its public records is \$.10 per page and \$1.00 per CD. The cost of certified copies is \$1.00 per page, pursuant to R.C. 2303.20(Z). In addition, the actual cost of postage or other delivery may be charged. The Court may require payment of these fees prior to the processing of your request.

### **Request Public Records**

Public records requests may be made to:

Judge of the Probate and Juvenile Court

ATTN: Public Records Clerk

142 West Second Street

Ashland, Ohio 44805

Telephone: (419) 282-4216

Email: [acjuvenileprobate.records@zoominternet.net](mailto:acjuvenileprobate.records@zoominternet.net)

### **Adoption Records**

If you are seeking information related to your own adoption, the adoption of your child, or you are an adult lineal descendant of an adoptee, please visit the Ohio Department of Health first at <https://www.odh.ohio.gov/vitalstatistics/vitalmisc/adoption.aspx>