

**JUVENILE DIVISION  
ASHLAND COUNTY COURT OF COMMON PLEAS  
PUBLIC RECORD COPY REQUEST**

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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.

NAME OF REQUESTOR:		
CONTACT NUMBER:		CONTACT EMAIL:
DATE REQUESTED:		

MAILING REQUESTED

MAILING ADDRESS:	
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Please fill out the form below to request a record:

<input type="checkbox"/> JUVENILE CASE FILE (Case No. _____)	<b>\$0.10 a page for uncertified copies*</b>
Juvenile's Name: _____	
<input type="checkbox"/> Entire file	
<input type="checkbox"/> Partial copy (Please specify below what you'd like copies of:) _____ _____ _____	
<input type="checkbox"/> RECORDING OF HEARING	<b>\$1.00 per CD* (# of CDs required will depend on the size of the digital file)</b>
Case Number: _____	
Date of Hearing(s): _____	
<b>* You may personally pick up requested copies or send a designee to pick them up for you. 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, and the cost of copies may be greater than listed above, depending on the request.</b>	

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For Court use only:

Date Received:			Date Records Made Available:		
Employee Initials:	Provided by:	<input type="checkbox"/> Mail	<input type="checkbox"/> Office Pickup	<input type="checkbox"/> Other:	_____