

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.

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"/> MARRIAGE LICENSE		\$2.00 for each certified copy*
<ul style="list-style-type: none"> • For each spouse, please include their <u>name at the time they applied</u> 		
MARRIAGE	MARRIAGE	MARRIAGE
Spouse #1: _____	Spouse #1: _____	Spouse #1: _____
Spouse #2: _____	Spouse #2: _____	Spouse #2: _____
Date of Marriage: _____	Date of Marriage: _____	Date of Marriage: _____
Number of copies: _____	Number of copies: _____	Number of copies: _____
<input type="checkbox"/> PROBATE CASE FILE (Case No. _____)		\$0.10 a page for uncertified copies*
Name on Case File: _____ Date of Birth: _____ Date of Death: _____ <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		\$1.00 per CD* (# of CDs required will depend on the size of the digital file)
Case Number: _____ Date(s) of Hearing: _____		

* 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.

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:	_____