

DELAWARE COUNTY JUVENILE COURT

KENNETH J. SPICER, JUDGE

Juvenile Court
(740) 833-2600
FAX 833-2599

Probate Court
(740) 833-2680
FAX 833-2599

REQUEST FOR PUBLIC RECORDS

COMPLETION OF THIS FORM IS **NOT** MANDATORY. YOUR REFUSAL TO COMPLETE OR PROVIDE ANY AND/OR ALL INFORMATION ON THIS FORM WILL **NOT** AFFECT YOUR RIGHT AND/OR ABILITY TO INSPECT AND/OR RECEIVE COPIES OR REPRODUCTIONS OF THE REQUESTED RECORDS PURSUANT TO SUP. R. 45.

IF YOU COMPLETE THIS FORM, IT WILL ASSIST US IN PREPARING YOUR REQUEST AND MORE EFFECTIVELY SERVE YOU IN PROVIDING THE REQUESTED RECORDS.

ONLY THOSE RECORDS AUTHORIZED FOR RELEASE UNDER SUP. R. 45 WILL BE RELEASED UPON REQUEST. ALL REQUESTS WILL BE COMPLETED WITHIN A REASONABLE AMOUNT OF TIME AS DETERMINED ON A CASE-BY-CASE BASIS.

I. GENERAL INFORMATION (PLEASE PRINT):

Date of Request	
Name of Requesting Party	
Address of Requesting Party	
Telephone Number of Requesting Party	
Facsimile Number of Requesting Party	
Email Address of Requesting Party	

II. INFORMATION ON RECORD REQUEST (PLEASE PRINT):

Records Requested	<i>Delaware County Courthouse Delaware Ohio</i>
Case No.	
Case Caption	
	COMPLETE REVERSE OF PAGE →

140 N. SANDUSKY STREET, DELAWARE, OHIO 43015

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Parties to Case	
Additional Information to Assist in Search (i.e. date of birth, personal identifying information, date of filing, etc.)	

III. INSPECTION OF RECORD (PLEASE CHECK YOUR PREFERENCE):

There is no charge to inspect public records while in the office where the records are kept during regular business hours. Alternatively, the Delaware County Juvenile Court will provide photocopies and reproductions of requested material upon the same medium that the material is kept at actual cost. The Court requires a deposit prior to completing the request for all photocopying or reproduction of material. Additionally, the Delaware County Juvenile Court will mail, transmit, or deliver copies of requested material at actual cost and with prior deposit of said cost.

<input type="checkbox"/>	I would like to inspect these records in the office when they are ready.
<input type="checkbox"/>	I would like these records copied/reproduced and will pick them up when they are ready.
<input type="checkbox"/>	I would like these records copied/reproduced and mailed to me at the address provided on this form.
<input type="checkbox"/>	I would like these records faxed to the information provided on this form
<input type="checkbox"/>	I would like these records emailed to the email address provided on this form.

Delaware County Courthouse

Delaware Ohio