

**MEDINA COUNTY PROBATE COURT
93 PUBLIC SQUARE, MEDINA, OHIO 44256
Telephone: (330) 725-9703**

PUBLIC RECORDS REQUEST FORM

**Important Information: Please Read
EFFECTIVE 7/10/2014**

PUBLIC RECORD REQUESTS MUST BE SUBMITTED IN WRITING AND WILL BE AVAILABLE AS SOON AS POSSIBLE, GENERALLY WITHIN THREE BUSINESS DAYS.

PLEASE PLACE THIS FORM IN THE FILE FOLDER ON THE MAIN PROBATE COUNTER BOX.

Request for inspections or copies of records must be presented to the Probate Court during regular business hours (8:00 a.m. – 4:30 p.m.). Probate court case files may be obtained only through the assistance of a deputy clerk or file clerk of Probate Court.

Records furnished for inspection may not be removed from the Court.

In accordance with Superintendence Rule 55.1, the Court will charge the requestor for making copies of public records. You will be charged 25 cents per page. This fee is waived for governmental and non-profit agencies. There will be a postage charge for all public records that are mailed.

Date & Time of Request _____

I. REQUESTOR INFORMATION (OPTIONAL):

- A. Name _____
- B. Address _____
- C. Telephone Number _____
- D. Email address _____

II. PUBLIC RECORDS REQUESTED:

Please be as specific as possible to ensure an accurate response, including full name of case, and case number if available.

- A. Name of Case _____
- B. Type of Case _____
- C. Case Number _____
- D. Information being requested _____

III. TO BE COMPLETED BY THE PROBATE CLERK:

- A. Date request completed _____