

CRAWFORD COUNTY MUNICIPAL COURT

Public Records Request Form

Date: _____

Records Requested by:

Records Requested for:

Name

Name

Address:

Address:

Telephone:

Telephone:

Information requested: (i.e.: list of offenses and/or convictions for an individual, copies of documents, judgments, liens, etc.)

For Office Use Only:

Request was furnished on: _____

Pursuant to Revised Code 2303.20 (Z), the cost for copies is \$1.00 per page. The estimated amount due is payable in advance, with any balance or refund due at the time of delivery.

Per the Ohio Rules of Superintendence, the Clerk will process your request in a reasonable time. Please allow up to 14 business days for processing and delivery under normal circumstances. Our clerks handle a large volume of cases and requests, and records requests are generally handled in the order received.