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Magistrates



LAURA A. SCHNECKER
Court Administrator

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Attorney/Mediator

PUBLIC RECORDS REQUEST FORM

Ohio Public Records law and the Rules of Superintendence for the Courts of Ohio generally require every public office, including the Warren County Probate - Juvenile Court, to make public records and court records available for inspection at all reasonable times during regular business hours. Upon request and within a reasonable period of time, a public office must make copies of public records available at the actual cost of production. Please complete this informational form to initiate a request for any public record kept by the Warren County Probate - Juvenile Court.

Note that under the Public Records Law requestors are not required to make a written request or reveal their identity. If you want to make a verbal request, please contact the Probate or Juvenile Court.

Date of request: _____

Time of request: _____

Contact Information (Optional):

Printed Name: _____

Address: _____

Telephone: _____

Please list as specifically as possible the Public Records requested: (Attach additional pages if necessary)

Public Records to be inspected at the Warren County Probate - Juvenile Court:

Public Records to be copied at the Warren County Probate - Juvenile Court:

Please specify a method of delivery of the requested records:

In-person inspection at the Courthouse (no cost)

Electronic delivery (no cost)

(specify: _____)

Probate Division
513.695.1180
513.695.2945 (Fax)

Juvenile Division
513.695.1160
513.695.2948 (Fax)

Detention Center
513.695.1393
513.695.1394 (Fax)

Mary Haven
513.695.1366
513.695.1839 (Fax)

___ **Regular U.S. Mail to the following address:** _____

___ **Other**
(specify: _____)

For Warren County Probate - Juvenile Court Use Only

Date Request Received: _____ Initials of Receiving Clerk: _____

Date of Delivery of Records for Inspection: _____

Date of Delivery of Copied Records: _____ Number of Pages Copied: _____ .05 at per copy

Total Charges for Pages Copies: _____ Paid: Yes or No (circle one)

Signature of Clerk: _____