ASHTABULA MUNICIPAL COURT

110 West 44th Street, Ashtabula OH 44004

440-992-7109 [www.ashtabulamunicipalcourt.com](http://www.ashtabulamunicipalcourt.com)

**RECORD REQUEST**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Case No(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What document(s) and dates:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*There is no fee for emailed copies. Please provide email address if you want to

receive via email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate number of copies for each document. Copies are $0.25 per page plus an additional $1.00 for certified copies.

Number of copies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certified Y / N

\*\*\*\*COPIES WILL BE AVAILABLE WITHIN 10 BUSINESS DAYS\*\*\*\*\*

DISCLAIMER: A WRITTEN REQUEST IS NOT NECESSARY. THE REQUESTER MAY DECLINE TO REVEAL IDENTITY OR INTENDED USE. THE REQUESTER WILL BE INFORMED IF DISCLOSURE OF IDENTITY OR INTENDED USE WOULD BENEFIT REQUESTER BY ENHANCING ABILITY OF PUBLIC OFFFICE OR PERSON TO IDENTIFY, LOCATE OR DELIVER PUBLIC REQUEST SOUGHT BY REQUESTER.