Ross County Court of Common Pleas
Probate-Juvenile Divisions

Public Records Request

Instructions: Complete the top portion of this form. Include as much information as you can regarding the records requested. Records may be redacted pursuant to Ohio law. Copies are $.05 per page and Certified copies are $7.00 per page. The Court accepts cash, money order or credit card payments. Payment must be received before copies will be released.

Name:	Company / Organization:
Address:	City, State, Zip Code:
Phone #:	Email:
Records Requested:	

FOR OFFICE USE ONLY

Were records released? _____Yes, _____No

If records were not released, indicate reason: _____

# of copies x $.05 per page = _____

# of Certified copies x $7.00 per page = _____

Mailing costs = _____

TOTAL DUE = _____

Payment received on _____(date), by _____(Clerk)

Records released on _____(date), by _____(Clerk)