

**CUYAHOGA COUNTY COURT OF COMMON PLEAS**  
**JUVENILE DIVISION**

**CUYAHOGA COUNTY PUBLIC RECORDS REQUEST FORM**

*Please complete this form and return it in person or via fax or e-mail to Clerks Office,  
9300 Quincy Ave. Cleveland 44106, or fax to 216-443-3507.  
or e-mail@ jcrecordsrequest@cuyahogacounty.us.*

*NOTE: Copies are \$.05 per page*

Request access to records

Request for copies

**Requestor information (please print):**

Requestor Name: \_\_\_\_\_ Date \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_

**Please indicate the best way for staff to reach you regarding your request:**

Your mailing address: \_\_\_\_\_

Your fax number: \_\_\_\_\_ Your phone number: \_\_\_\_\_

Your e-mail address: \_\_\_\_\_

**Please describe the records you are seeking, PLEASE BE SPECIFIC:**

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**FOR OFFICE USE ONLY**

Staff name \_\_\_\_\_ Date completed \_\_\_\_\_

Photocopies: Number: \_\_\_\_\_ @ \$.05 \_\_\_\_\_ Total due: \$ \_\_\_\_\_

Other: \_\_\_\_\_

Receipt # \_\_\_\_\_