



# KATIE REED, CLERK OF COURTS

## BARBERTON MUNICIPAL COURT

576 West Park Avenue, Barberton, Ohio 44203

### PUBLIC RECORDS REQUEST FORM

**Instructions:** Complete the fields below and submit this form to the Barberton Municipal Clerk of Courts. You may submit this form in person, by fax or regular mail by printing the form. You will be notified when your records request has been fulfilled. Most requested records will be available within 48 hours of the request being received, during normal business hours, excluding weekends and legal holidays. Questions? Call 330-753-2261. Fax 330-861-7120.

#### Requestor Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Desired Contact Method (Choose one):

Telephone: \_\_\_\_\_ or Email: \_\_\_\_\_

Delivery Preference (Choose one):

- Records will be picked up in-person. (Records must be picked up within 5 business days, not including day of request.)
- Please mail the records. (You must include payment and a self-addressed stamped envelope with your request. Copies cost 10 cents per page and \$1.00 per certified copy.)

Mail Checks or Money Orders payable to BARBERTON MUNICIPAL COURT to:  
Barberton Municipal Court  
576 West Park Avenue, Room 205  
Barberton, Ohio 44203

#### Requested Information:

	Case Number	File Date	Name of Parties	Description of Records	Check Box for Certified Copy
1)	_____	_____	_____	_____	<input type="checkbox"/>
2)	_____	_____	_____	_____	<input type="checkbox"/>
3)	_____	_____	_____	_____	<input type="checkbox"/>
4)	_____	_____	_____	_____	<input type="checkbox"/>
5)	_____	_____	_____	_____	<input type="checkbox"/>