

Paulding County Municipal Court

Public Records Request

While not mandatory, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor: _____ Today's Date: _____

Street Address: _____ City, State, Zip: _____

Phone Number: _____ Fax Number: _____

Please describe what records you want to review. PLEASE PRINT & PLEASE BE SPECIFIC.

Paulding County, Ohio provides photocopies of public records according to the following schedule: **24 copies or less - no charge. 25 copies or more - \$0.50 each. Certified copies are \$2.00 per document.** All requests require advance payment. **Mailing charges are assessed at actual cost.** There is no charge to inspect records while in Paulding County Buildings. Please check all that apply below.

Certified Copies.

- I would like to inspect these records in the building when they are ready.
- I would like these records copied, and I will pick them up when they are ready.
- I would like these records copied and mailed to the address on the form.
- I would like these records copied and faxed to me at the number on the form.

Name of Paulding County employee handling request: _____ Date request was completed: _____