

PORTAGE COUNTY CLERK OF COURTS

PUBLIC RECORDS REQUEST

Portage County Clerk of Courts is dedicated to providing the highest quality of customer service in accordance with Ohio's Public Records Act. *Your request is not required to be in writing, nor is it required that your name or intended use of the requested records be disclosed.* The information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner. Our office is under no obligation to create records to meet public record requests but will prepare and make available those records which do comply with your request. If we cannot reasonably identify what public records you are requesting, you may revise your request and we will explain to you the manner in which the office's records are maintained

To be completed by employee if not completed by the requester based on nature of the request.

Name of Requester*	Today's Date
Street Address	City, State, ZIP
Phone Numbers (please indicate cell, land line or pager)	E-mail Address

INFORMATION REQUESTED: *Please be specific.* Records sought must be identified with sufficient clarity in order to allow this office to identify, retrieve and review the records. The records custodian is available to assist by advising you of the manner in which records are kept.

Please Print.

Type of Record Requested _____ **Relevant Date(s)** _____

Description _____

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For additional space, please use the reverse side of this form.

COMPLETED RESPONSE

Date Requester Notified _____ **by:** _____ **via:** _____
(Employee) (Phone #, mail, e-mail)

Date Response Mailed, Picked Up or Inspected (Circle one) _____

Total Cost \$ _____ **including actual postage cost of \$** _____

Number of copies requested _____ @ \$.10 per page	Total fee \$ _____
Copies of other materials _____ @ _____	Total fee \$ _____

REDACTION REASON INFORMATION SHEET

Information is prohibited from release due to the following State or Federal Law:

- ☐ **Peace officer, firefighter, EMT, employee residential and familial information or photographs**
O.R.C. §149.43(A)(1)(p); State ex rel. Plain Dealer Publishing Company v. Cleveland, 106 Ohio St.3d 70; State ex rel. Dispatch Printing Company v. Johnson, 106 Ohio St.3d 160
- ☐ **Social Security Numbers**
5 U.S.C.A. §552a; State ex rel. Beacon Journal Publ. Co. v. City of Akron (1994), 70 Ohio St.3d 605
- ☐ **Medical Records**
O.R.C. §149.43(A)(1)(a) and (A)(3)
- ☐ **Trial Preparation Records**
O.R.C. §149.43(A)(1)(g) and (A)(4)
- ☐ **Confidential Law Enforcement Investigatory Records**
O.R.C. §149.43(A)(1)(h) and (A)(2)
- ☐ **Records Concerning Recreational Activities of People Under Age 18**
O.R.C. §149.43(A)(1)(r); State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St.3d 365
- ☐ **Trade Secrets**
O.R.C. §122.36; O.R.C. §1333.61(D)
- ☐ **Tax Information**
O.R.C. §5703.21(A), §5709.081(D), §5711.10, §5711.101, §5715.49, §5715.50, §5747.18(C)
- ☐ **Attorney-Client Privilege**
O.R.C. §2317.02
- ☐ **State or Federal Privacy Requirements**
State of Ohio Constitution; United States Constitution

RECORDS NOT AVAILABLE REASONS

- ☐ **Record has never been maintained by the Clerk of Courts**
- ☐ **Record is no longer maintained or has been disposed of or transferred pursuant duly enacted record retention policies**
- ☐ **Record(s) contained non-releasable material that has been visibly redacted in accordance with State or Federal Law**
- ☐ **Other** _____

Please use below contact information when submitting your Public Records Request by mail or email.

**Common Pleas
General Division
PO Box 1035
Ravenna, Ohio 44266
CommonPleasCOC@portageco.com**

**Common Pleas
Domestic Relations Division
PO Box 1035
Ravenna, Ohio 44266
DomesticRelationsCOC@Portageco.com**

**Municipal Court Ravenna Branch
Civil Division
PO Box 958
Ravenna, Ohio 44266
RavennaCivilCOC@portageco.com**

**Municipal Court Ravenna Branch
Traffic/Criminal Division
PO Box 958
Ravenna, Ohio 44266
RavennaCriminalCOC@portageco.com**

**Municipal Court Kent Branch
Civil Division
303 East Main Street
Kent, Ohio 44240
KenCivilCOC@portageco.com**

**Municipal Court Kent Branch
Traffic/Criminal Division
303 East Main Street
Kent, Ohio 44240
KentCriminalCOC@portageco.com**