

CAROLYN A. DUVELIUS  
ANDREW L. SIEVERS  
JENNA L. SEITZ  
JEFFREY W. STUEVE  
Magistrates

  
**JOSEPH W. KIRBY, JUDGE**  
Warren County Common Pleas Court  
Probate Juvenile Division  
900 Memorial Drive • Lebanon, Ohio 45036

LAURA A. SCHNECKER  
Court Administrator

MEGAN M. DAVENPORT  
Staff Attorney/Magistrate

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### PUBLIC RECORDS REQUEST FORM

Ohio Public Records law and the Rules of Superintendence for the Courts of Ohio generally require every public office, including the Warren County Probate - Juvenile Court, to make public records and court records available for inspection at all reasonable times during regular business hours. Upon request and within a reasonable period of time, a public office must make copies of public records available at the actual cost of production. Please complete this informational form to initiate a request for any public record kept by the Warren County Probate - Juvenile Court.

**Note that under the Public Records Law requestors are not required to make a written request or reveal their identity. If you want to make a verbal request, please contact the Probate or Juvenile Court.**

Date of request: \_\_\_\_\_

Time of request: \_\_\_\_\_

**Contact Information (Optional):**

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please list as specifically as possible the Public Records requested: (Attach additional pages if necessary)**

Public Records to be inspected at the Warren County Probate - Juvenile Court:

\_\_\_\_\_  
\_\_\_\_\_

Public Records to be copied at the Warren County Probate - Juvenile Court:

\_\_\_\_\_  
\_\_\_\_\_

**Please specify a method of delivery of the requested records:**

In-person inspection at the Courthouse (no cost)

Electronic delivery (no cost)

(specify: \_\_\_\_\_)

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Probate Division  
513.695.1180  
513.695.2945 (Fax)

Juvenile Division  
513.695.1160  
513.695.2948 (Fax)

Detention Center  
513.695.1393  
513.695.1394 (Fax)

Mary Haven  
513.695.1366  
513.695.1839 (Fax)

\_\_\_ **Regular U.S. Mail to the following address:** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ **Other**  
(specify: \_\_\_\_\_)

**For Warren County Probate - Juvenile Court Use Only**

Date Request Received: \_\_\_\_\_ Initials of Receiving Clerk: \_\_\_\_\_

Date of Delivery of Records for Inspection: \_\_\_\_\_

Date of Delivery of Copied Records: \_\_\_\_\_ Number of Pages Copied: \_\_\_\_\_ .5 at per copy

Total Charges for Pages Copies: \_\_\_\_\_ Paid: Yes or No (circle one)

Signature of Clerk: \_\_\_\_\_