

DELAWARE COUNTY JUVENILE COURT

DAVID A. HEJMANOWSKI, JUDGE

Juvenile Court
(740) 833-2600
FAX 833-2599

Probate Court
(740) 833-2680
FAX 833-2599

REQUEST FOR PUBLIC RECORDS

Completion of this form is NOT mandatory. Refusal to complete or provide any and/or all information on this form will NOT affect your right and/or ability to inspect and/or receive copies or reproductions of the requested records pursuant to Sup. R. 45. Only those records authorized for release under Sup. R. 45 will be released upon request. All requests will be completed within a reasonable amount of time as determined on a case-by-case basis.

Completing this form, will assist in preparing your request and more effectively serve you in providing the requested records.

I. GENERAL INFORMATION :

Date of request

Name of requesting party

Address of requesting party

Contact information of requesting party:

Telephone number

Fax number

Email address

II. INFORMATION ON RECORD REQUEST :

Case Number

Case Caption

List requested records

List case parties

DELAWARE COUNTY JUVENILE COURT

DAVID A. HEJMANOWSKI, JUDGE

Additional Information to Assist in Search (i.e. date of birth, personal identifying information, date of filing, etc.)

III. INSPECTION OF RECORD (PLEASE CHECK YOUR PREFERENCE):

There is no charge to inspect public records while in the office where the records are kept during regular business hours. Alternatively, the Delaware County Juvenile Court will provide photocopies and reproductions of requested material upon the same medium that the material is kept at actual cost. The Court requires a deposit prior to completing the request for all photocopying or reproduction of material. Additionally, the Delaware County Juvenile Court will mail, transmit, or deliver copies of requested material at actual cost and with prior deposit of said cost.

I would like:

To inspect these records in the office when they are ready.

The records copied/reproduced and will pick them up when they are ready.

The records copied/reproduced and mailed to me at the address provided on this form.

The records faxed to the information provided on this form

The records emailed to the email address provided on this form.

Space for additional information