



**CLERK OF COURTS
HAMILTON COUNTY, OHIO
COURT DOCUMENT REQUEST**

Request Date: _____

Name (optional): _____

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Email (required if wishing email response): _____

Document Information for: First Dist. Court of Appeals (“C” cases); Common Pleas Criminal (“B” cases); Common Pleas Civil (“A” cases); Divorce (“DR” cases); Miscellaneous (“M” cases); Execution (“EX” cases); Municipal Court Criminal (“CRA”, “CRB”, “TRD”, TRC”), Municipal Court Civil (“CV”)

Type of Document: _____

Case Number: _____

Caption: _____

Date Filed or Entered: _____

Document(s) Requested: _____

Transmission of Documents: (In person pickup, By U.S. Mail, By email) _____

Triple Certification/Exemplified Copies are \$3.00 per certification: _____

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Plus \$0.10 per page over 100 pages; number of pages **OVER** 100 per month _____ = \$ _____

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Copies **must** be paid before delivery of the request. If you are requesting documents through the mail, you **must** include the total cost of the records and postage. Redactions made pursuant to either Ohio Law or Court order will be visibly marked. If records need to hand redacted, the above mentioned paper costs will apply even if the record(s) are delivered electronically.

You may mail your request to:

You may email your request to:

Hamilton County Clerk of Courts
1000 Main Street, Room 315 Cincinnati, Ohio 45202

recordsverify@cms.hamilton-co.org

Phone: 513-946-5672