



# MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

## **PUBLIC RECORD REQUEST FORM**

Requests for copies may be made in person at our Legal Division office, or by mail, email, or fax to the Clerk's File Room. (Contact information can be found at the bottom of this page.) A valid ID may be required for certain types of copies. Please contact our office in advance if you anticipate the document(s) may have any of the restricted information found on the reverse side of this form. Unless the request is made in person, copy requests received by the Clerk's office will be issued by mail, upon receipt of payment, to the individual making the request.

**THIS OFFICE DOES NOT PERFORM BACKGROUND CHECKS.** The information retained in our office is confined to cases filed in the Butler County, Ohio, Common Pleas Court, General and Domestic Relations Divisions and 12<sup>th</sup> District Court of Appeals cases originating in Butler County, Ohio. Any data provided may not contain information filed in any other court, jurisdiction, or agency.

Today's Date:	Date Needed:
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### **REQUESTER'S INFORMATION**

Name <i>(optional)</i> :
Address <i>(if copies are to be mailed)</i> :
Phone Number or Email Address <i>(required to obtain payment information)</i> :

### **COPY DETAILS**

Case Number <i>(this can be found on our website)</i> :	
DOCUMENT DESCRIPTION(S):	COPY TYPE(S):
	<input type="checkbox"/> Regular <input type="checkbox"/> Certified <input type="checkbox"/> Authenticated
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**Regular Copies: \$.10 per page\*      Certified Copies: \$2.00 per page\*\*      Authenticated Copies: \$6.00 per document**  
*\*Two-sided documents are counted as two pages. \*\*Redacted copies cannot be certified or authenticated.*

### **↓ OFFICE USE ONLY ↓**

Request Filled By:	Date:
NOTES:	Case Number: <b>PR#</b> _____



### **Information Regarding Records Requests:**

We may ask you to put your request in writing, and we may ask for further information. If so, it is only to assist us in expediting the processing of your request or to better understand exactly what is being requested. (For example, we will need your address if you requested the copies to be mailed to you.) Domestic Relations records often contain sensitive information, and we will require proof of identity to determine whether you are a party on the case for us to provide un-redacted copies of documents that contain such sensitive information. Otherwise, you are not required to provide any information about yourself nor the reason for your request. (ORC §149.43)

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### **Some of the information which is not considered public:**

- Social Security Number;
- An individual's state or federal tax identification number;
- An individual's driver's license number or state identification number;
- An individual's checking or savings account numbers, credit card or debit card numbers;
- An individual's demand deposit, money market, mutual fund, or any other financial or medical account numbers. (ORC §§149.43 and 149.45)
- A document or information in a document exempt from disclosure under state, federal, or the common law;
- Personal identifiers -- "Personal identifiers" means social security numbers, except for the last four digits; financial account numbers, including but not limited to debit card, charge card, and credit card numbers; employer and employee identification numbers; and a juvenile's name in an abuse, neglect, or dependency case, except for the juvenile's initials or a generic abbreviation such as "CV" for "child victim;"
- Documents or case files sealed by court order;
- Except as relevant to the juvenile's prosecution later as an adult, a juvenile's previous disposition in abuse, neglect, and dependency cases, juvenile civil commitment files, post-adjudatory residential treatment facility reports, and post-adjudatory releases of a juvenile's social history;
- Notes, drafts, recommendations, advice, and research of judicial officers and court staff;
- Health care documents, including but not limited to physical health, psychological health, psychiatric health, mental health, and counseling documents;
- Drug and alcohol use assessments and pre-disposition;
- Treatment facility reports;
- Guardian ad litem reports, including collateral source documents attached to or filed with the reports;
- Home investigation reports, including collateral source documents attached to or filed with the reports;
- Child custody evaluations and reports, including collateral source documents attached to or filed with the reports;
- Domestic violence risk assessments;
- Supervised parenting time or companionship or visitation records and reports, including exchange records and reports;
- Financial disclosure statements regarding property, debt, taxes, income, and expenses, including collateral source documents attached to or filed with records and statements;
- Asset appraisals and evaluations; and, (*Sup. R. 44, 45 and 48; ORC §§2151.281, 3105.171(E)(3), and 3109.04*)
- Expunged or sealed documents.

Any information which is not considered public is available to any party or attorney of record to the case in which viewing or copies are requested, with appropriate identification. (This does not apply to sealed or expunged cases.)

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### **Retention:**

Public documents are retained in our office according to our Retention Schedules filed with the Butler County, Ohio Records Center and pursuant to Sup. R. 26. Documents preceding those time guidelines may have been destroyed.