

Office of
Clerk of Courts
Coshocton County
Camila J. Graham
Clerk of Courts

TITLE DEPARTMENT

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LEGAL DEPARTMENT

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REQUEST FOR PUBLIC INFORMATION

PLEASE NOTE: Ohio law does not require disclosure of your identity or intended use of requested records nor does it require that a request be in writing. However, if a request is in writing, disclosing the identity of the requester and/or stating the intended use could enhance the ability to comply with the request.

Requested by:

NAME: _____
AGENCY/COMPANY _____
ADDRESS: _____
CITY, STATE, ZIP _____
EMAIL ADDRESS: _____
DAYTIME PHONE () _____
DATE OF REQUEST _____
TIME OF REQUEST _____
SIGNATURE: _____

Please provide as much of the following information as possible so that we may easily locate the information you are requesting. Please attach copies of any documents that may describe your request, i.e. letters, etc.

RECORD(S) REQUESTED:

<p><i>For internal use only:</i> <i>Department:</i> _____ <i>Request approved by:</i> _____ <i>Request denied by:</i> _____ <i>Comments:</i> _____ <i>Submitted by:</i> _____ <i>Date:</i> _____ <i>Time:</i> _____</p>

Ohio law provides that public records, except certain statutory exceptions, must be available at reasonable times during regular hours. Upon request, the Clerk of Courts Office is afforded a reasonable period of time to assemble and organize these records, and have an attorney review and authorize each request before it is released. If any requested records are exempt from disclosure, the records or parts thereof, will be withheld or redacted, and you will be provided with a statement of the legal basis for such action. In-office inspection and emailed copies are free of charge. Copies are \$.25 per page, plus postage, if mailed or shipped.