

SUMMIT COUNTY COURT OF COMMON PLEAS JUVENILE DIVISION

DEPUTY CLERK'S OFFICE

REQUEST FORM

____ To view Official File (must be a party to the case)

____ For Official File copies (must be a party to the case, \$0.05 per page fee)

Specify document(s) needed _____

____ To view Unofficial File (Only the Attorney of Record may view the Unofficial File. Unofficial Files may only be viewed, no copies or recording devices)

Juvenile's Name _____

Case No. _____

Date of Request _____ Next Hearing Date _____

Individual _____ Phone _____

OR

Attorney requesting file _____ Phone _____

Party Attorney represents _____

Attorney's address if appointed counsel _____

Please allow the clerks 72 hours to make your copies or view the unofficial files.

Please note: It is possible that the file being requested in with the Judge or Magistrate and unavailable at this time.

When requesting to view unofficial files, files not viewed within two weeks will be returned to records and a new request may be necessary.

Photo ID required _____ Yes _____ No

Date request Completed _____ Date mailed or picked up _____