



**Wood County Clerk of Courts, Wood County Ohio  
Public Records Request**

*The Wood County Clerk of Courts office conducts our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.*

**While a written request is not mandatory and the requestor may decline to reveal the requestor's identity or the intended use of the information requested, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.**

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date
Being as specific as possible, please describe what records you want to review.	
<p>Wood County Clerk of Courts provides photocopies of public records according to the following Wood County Common Pleas Court Local Court Rule 3.03(C)(6): the charge for making copies will be \$.06 per page. There is no charge to inspect records while in the Wood County Clerk of Courts office. Please check your preference below.*</p> <ul style="list-style-type: none"><li><input type="checkbox"/> I would like to inspect these records in the building when they are ready.</li><li><input type="checkbox"/> I would like these records copied, and I will pick them up when they are ready.</li><li><input type="checkbox"/> I would like these records copied and mailed to me at the address on this form. <i>(Please include a self-stamped, addressed envelope with a check for funds)</i></li><li><input type="checkbox"/> I would like these records copied and e-mailed to the e-mail address provided below:  _____</li></ul>	
<p><b>*CERTIFIED COPIES: certified copies must be mailed. Cost - \$1.00 per certification.</b></p>	
<b>You may e-mail your completed request to:</b> <b>clerkofcourts@woodcountyohio.gov</b>	<b>You may fax your completed request to the Clerk of Courts fax number: 419-354-9241</b>
Name of Wood County Clerk of Courts deputy handling this request:	Date request was completed: