

AVON LAKE MUNICIPAL COURT

PUBLIC RECORDS REQUEST

Avon Lake Municipal Court is dedicated to providing the highest quality of customer service in accordance with Ohio's Public Records Act. *Your request is not required to be in writing, nor is it required that your name or intended use for the requested records be disclosed.* The information contained on this form is solely intended to enhance our ability to respond to your request in a timely and reasonable manner. The Clerk's Office is under no obligation to create records to meet public records requests, but will prepare and make available those records which do comply with your request. If we cannot reasonably identify what public records you are requesting, you may revise your request and we will explain to you the manner in which the court's records are maintained.

To be completed by Clerk/Deputy Clerk if not completed by the requester based on the nature of the request

Name of Requester: _____

Street Address: _____

Phone Number: _____

INFORMATION REQUESTED: Please be specific. Records sought must be identified with sufficient clarity in order to allow clerk's office to identify records. Please Print.

Name: _____ **Case Number** _____

For additional space, please use the back of this form.

Date Requested _____ **Processed by** _____

Date Response Picked Up, Mailed, or Inspected (Circle One) _____

Numbers of copies requested _____ @ \$0.10 per page = _____ **Postage Cost** _____

TOTAL COST _____

**AVON LAKE MUNICIPAL COURT
REDACTION INFORMATION SHEET**

Information is prohibited from release due to the following State or Federal Law:

- Peace officer, parole officer, prosecuting attorney, correctional employee, youth services employee, firefighter, or EMT residential and familial information**
ORC 149.43(A)(1)(p); State ex. Rel. Plain Dealer Publishing Company v. Cleveland, 106 Ohio St.3d 70; State ex. Rel. Dispatch Printing Company v. Johnson 106 Ohio St.3d 160
- Social Security Numbers**
5 USCA 552a; State ex. Rel. Beacon Journal Publ. Co. v. City of Akron (1994), 70 Ohio St.3d 605
- Medical Records**
ORC 149.43(A)(1)(g) and (A)(4)
- Trial Preparation Records**
ORC 149.43 (A)(1)(g) and (A)(4)
- Confidential Law Enforcement Investigatory Records**
ORC 149.43(A)(1)(h) and (A)(2)
- Records Concerning Recreational Activities of People Under Age 18**
ORC 149.43(A)(1)(r); State ex. Rel. McCleary v. Roberts (2000), 88 Ohio St.3d 365
- Trade Secrets**
ORC 122.36; ORC 1333.61 (D)
- Tax Information**
ORC 5703.21(A), 5709.081(D), 5711.10, 5711.101, 5715.49, 5715.50, 5747.78(C)
- Attorney-Client Privilege**
ORC 2317.02
- State or Federal Privacy Requirements**
State of Ohio Constitution, United States Constitution

RECORDS NOT AVAILABLE REASONS

- Record has never been maintained by this court**
- Record is no longer maintained or has been disposed of or transferred pursuant to duly enacted record retention policies**
- Record(s) contained non-releasable material that has been visibly redacted in accordance with State or Federal Law**
- Other (Please Specify) _____**