

# JENNIFER JOHNSON

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## GUERNSEY COUNTY CLERK OF COURTS

**Legal Office**  
801 Wheeling Ave  
Cambridge, Ohio 43725  
(740) 432-9230

**Title Office**  
401 Wheeling Ave  
Cambridge, Ohio 43725  
(740) 432-9235

**BMV Office**  
405 Wheeling Ave  
Cambridge, Ohio 43275  
(740) 439-4088

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### Public Record Request

Date of Request: \_\_\_\_\_

Name (optional): \_\_\_\_\_

Address (required for mailing): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### INFORMATION REQUESTED

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**Do you want to review a case file?** ☐ Yes ☐ No

If yes, list case file(s) number:

Case No. \_\_\_\_\_

Case No. \_\_\_\_\_

**Do you want a copy of a specific document?** ☐ Yes ☐ No

If yes, provide the following information:

Case No. \_\_\_\_\_

Document(s) (ex. Motion, Order, etc): \_\_\_\_\_

Date of Document(s): \_\_\_\_\_

Case No. \_\_\_\_\_

Document(s) (ex. Motion, Order, etc): \_\_\_\_\_

Date of Document(s): \_\_\_\_\_

#### How do you wish to receive the requested records?

☐ Mail

☐ Pickup

☐ Email (if available)

#### Disclaimer:

A person requesting public records need not identify themselves or the reason for which they seek the records. Providing such information to the Clerk's office is entirely voluntary, although it can often clarify and expedite the release of information. Public records requests can be made in person, over the telephone or online. Records will be released in accordance with the provisions of the Ohio Public Records Act, and may be subject to legal review prior to release.

Public Records copies are provided at \$0.10 per page and postage (if applicable). The clerk's office may ask for prepayment before a request is processed. Payment may be made over the telephone or by mail (made payable to Guernsey County Clerk of Courts and mailed to 801 Wheeling Avenue D-205, Cambridge, Ohio 43725).