

JENNIFER JOHNSON

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

Public Record Request

Date of Request: _____

Name (optional): _____

Address (required for mailing): _____

City: _____ State: _____ Zip Code: _____

INFORMATION REQUESTED

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).