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REQUEST FOR PUBLIC RECORDS

Instructions: To help us fill your request, please complete the form below and mail or email, "Attn to: Civil Division – Public Records." The charge for paper copies in excess of thirty (30) pages of records is \$.05 per page (double-sided pages are counted as one page). The charge for electronic files downloaded to a compact disc is \$.50 per disc. The charge for other media (flash drives, etc.) will be the actual cost of the media on which the records are provided. The charge for costs associated with preparing a video record for inspection or production is up to \$75/hr, not to exceed \$750. The estimated cost for video records must be paid before the request will be processed. Once you have been provided an estimate or invoice, please make payment in cash or check written to Hamilton County Prosecutor's Office

Date of Request:

Name of Requester (only if voluntarily provided; requests can be made under a pseudonym or anonymously):

Method of Delivery (email, standard mail, or in person):

Address of Requester (required for mail production):

Street Address:

City:

State:

Zip:

Telephone Number of Requester (optional):

Email Address of Requester (required for email production):

Specific Records Requested (please include a time frame for the records being requested. If you are requesting a case file, please provide the case number.):

Desired format (paper, electronic, etc.):