

**FAYETTE COUNTY PROBATE/JUVENILE COURT
PUBLIC RECORDS REQUEST POLICY**

Public access to court records is governed by the Rules of Superintendence, Rules 44-47, promulgated by the Supreme Court of Ohio. It is the policy of the Fayette County Common Pleas Court, Juvenile and Probate Divisions, to adhere to said rules and any amendments thereto. Further, certain records are required to remain confidential which are identified in the Ohio Rules of Juvenile Procedure and the Ohio Revised Code. This court is further mindful of Sup. Rule 26 with respect to Court Records Management and Retention. Any denial of a public records request for good cause will be accompanied by a written explanation.

All public record requests may be reduced to writing, either by paper or email format. A request should be specific in nature with sufficient clarity to allow the court to identify, retrieve, and review the records (ie. name of defendant or plaintiff, case number, case type, time frame, specific documents requested). The request should further provide the name and contact information of the requestor, and date on which the request is made.

Copies of public records will be available within a reasonable period of time. "Reasonable" takes into account the volume of records requested; the proximity of the location where the records are stored; the accessibility of the records; and the necessity for any legal review of the records requested. Each request will be evaluated to determine an estimated length of time required to gather the records. All requests for public records will either be satisfied or be acknowledged in writing by the court within five (5) business days following the court's receipt of the request. If a request is deemed significantly beyond "routine", such as seeking a voluminous number of copies or requiring extensive research, the acknowledgement will include the following: 1) an estimated number of business days it will take to satisfy the request; 2) an estimated cost of copies requested with deposit required; and, 3) any items within the request that may be exempt from disclosure.

Those seeking copies of public records will be charged only the cost of making copies as stated in Juvenile Local Rule 3K or Probate Local Rule 6B. The requestor may also request that documents be mailed to them in which case the requestor will be charged the cost of all page copies, plus the actual cost of the postage and mailing supplies to be paid in advance prior to mailing.