Allen County Clerk of Courts, Lima, Ohio
Public Records Request

The Allen County Clerk of Courts office conducts our government activities in the open, and we are proud of our strong commitment to this important principle of democracy.

While a written request is not mandatory and the requestor may decline to reveal the requestor's identity or the intended use of the information requested, if you fill out this form it will help us provide the public records you are requesting in a more timely fashion.

Name of Requestor	
Street Address	City, State, Zip
Phone Number	Today's Date

Being as specific as possible, please describe what records you want to review

Allen County Clerk of Courts provides photocopies of public records at $0.05 per page. There is no charge to inspect records while in the Allen County Clerk of Courts office. Please check your preference below.

CERTIFIED COPIES: certified copies must be mailed. Cost- $1.00 per page
EMAILED COPIES: $2 for the transmission + $1 per page (Per Local Rule 2.12)

____ I would like to inspect these records in the building when they are ready.

____ I would like these records copied, and I will pick them up when they are ready.

____ I would like these records copied and mailed to me at the address on this form.
Please include a self-addressed stamped envelope with a check or money order)

____ I would like these records copied and emailed to the email address provided below:

_____

You may email your completed requests to: recordsrequest@allencountyohio.com	**You may fax your completed request the Clerk of Courts fax number: 419-222-8427**
Name of Allen County Clerk of Courts Deputy handling this request:	Date request was complete: