

**Cuyahoga County Court of Common Pleas**  
**Juvenile Division**  
Clerk's Office  
Phone: (216) 698-4711  
Fax: (216) 698-4717 or (216) 698-4719

**REQUEST FOR INFORMATION**

PLEASE TYPE OR PRINT CLEARLY

Request Date: \_\_\_\_\_ Form Received By: \_\_\_\_\_

CASE INFORMATION

Case Number: \_\_\_\_\_

Name of Child: \_\_\_\_\_ DOB of Child: \_\_\_\_\_

Name of Mother: \_\_\_\_\_ DOB of Mother: \_\_\_\_\_

Name of Father: \_\_\_\_\_ DOB of Father: \_\_\_\_\_

SPECIFIC RECORDS YOU ARE SEEKING: \_\_\_\_\_

REQUESTED BY:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

CHOOSE ONE DELIVERY OPTION:

Email to: \_\_\_\_\_

Fax to: \_\_\_\_\_

Mail to: \_\_\_\_\_

**NOTE ON COSTS:** The Court charges \$0.05 per page for public records requests. You will also be charged postage if the "mail to" delivery option is selected. These costs must be pre-paid to the Cashier's Office before records will be delivered. The Court accepts checks and money orders (made payable to Cuyahoga County Juvenile Court) and credit cards (in person only).