



CLERK OF COURTS  
HAMILTON COUNTY, OHIO

COMMON PLEAS NON-CRIMINAL CASES  
DOCUMENT REQUEST FORM

Request Date: \_\_\_\_\_

Requestor's Information:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

\*\*\*\*\*

Document Information for: Common Pleas Civil ("A" cases), Divorce ("DR" cases), Miscellaneous ("M" cases) and Execution ("EX" cases)

Type of Document (see above): \_\_\_\_\_

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

Description: \_\_\_\_\_

Date of Filing: \_\_\_\_\_

\*\*\*\*\*

Triple Certification/Exemplified Copies are \$3.00 per certification: \_\_\_\_\_ = \$ \_\_\_\_\_

All Certified documents are \$1.00 per PAGE; number of pages/certifications \_\_\_\_\_ = \$ \_\_\_\_\_

Plus \$0.10 per page over 100 pages; number of pages **OVER** 100 \_\_\_\_\_ = \$ \_\_\_\_\_

**(The first 100 pages (per month) are free of charge for non-commercial users)**

Total due = \$ \_\_\_\_\_

Copies **must** be paid for at the time of request. If you are requesting documents through the mail, you **must** include a money order along with a self-addressed stamped envelope. **No cash, please.**

You may mail your request to:

Hamilton County Clerk of Courts  
Common Pleas Document Center  
1000 Main Street, Room 315  
Cincinnati, Ohio 45202

Phone: 513-946-5692

Fax: 513-946-5690