



Richland County Children Services

731 Scholl Road, Mansfield, Ohio 44907-1571 • Phone (419) 774-4100 • FAX (419) 774-4114 • www.richlandcountychildrenservices.org

REQUEST FOR RECORDS

YOUR INFORMATION – PLEASE PRINT CLEARLY

NAME: _____ DATE OF BIRTH: _____

CURRENT MAILING ADDRESS: _____ PHONE NUMBER: _____

FULL NAMES AND DATES OF BIRTH OF THE MINOR CHILDREN INVOLVED:

INFORMATION ABOUT THE STATUS OF YOUR CASE AND CUSTODY

ARE YOU ASKING FOR DOCUMENTS THAT INVOLVE YOUR OWN CASE? YES OR NO

IF NO, STOP - OUR RECORDS ARE CONFIDENTIAL. WE CAN ONLY RELEASE RECORDS TO YOU THAT ARE FROM YOUR FILE.

IF YES, IS YOUR CASE CURRENTLY OPEN? YES OR NO

IF YES, IS YOUR CASE CURRENTLY BEING HANDLED BY EITHER RICHLAND COUNTY JUVENILE COURT OR DOMESTIC RELATIONS COURT? YES OR NO

IF YES, WHO IS YOUR ATTORNEY? _____

STATE SPECIFICALLY WHAT DOCUMENTS/INFORMATION YOU ARE REQUESTING - YOU MUST BE SPECIFIC – ANY REQUEST THAT ASKS FOR “ALL INFO” OR “MY ENTIRE FILE” WILL NOT RECEIVE A RESPONSE.

“To lead our community in assuring the safety, well-being and permanency of children at risk of abuse and neglect”



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INSTRUCTIONS FOR COMPLETING THE FORM

IMPORTANT:

Be sure you include your name, phone number and mailing address.

We need to be able to contact you if we have questions or need additional information.

When you are finished, please either drop it off at the front reception desk or mail it to:

Richland County Children Services
ATTN: Legal Dept. – Records Request
731 Scholl Road
Mansfield, OH 44907

PLEASE FILL OUT THE FORM COMPLETELY!

IMPORTANT INFORMATION

1. NO request can be handled the same day. **NO EXCEPTIONS.**
2. The Front Desk Staff **CANNOT ANSWER QUESTIONS FOR YOU.** They can only provide you with the form.
3. The Legal Department **MUST** review and approve any and all records requests because case file information is not a public record under Ohio law.
4. Please be aware that we process many records requests. These requests often require us to obtain files from storage and sort through the entire case file to find the requested document(s).

PLEASE BE AWARE THAT YOUR REQUEST COULD TAKE ANYWHERE FROM 14-30 DAYS TO COMPLETE.

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