



Nicole Kowalski

Clerk of Courts

Stow Municipal Court
4400 Courthouse Blvd.
Stow, Ohio 44224
(330) 564-4110
www.stowmunicipalcourt.com

STOW MUNICIPAL COURT PUBLIC RECORDS REQUEST FORM

Instructions: Please provide all known information below. If unknown, leave the field blank. You may submit this form to our office in person, via fax at (330) 564-4114, or by email to records@stowmc.com. If you have any questions, please contact our records division at (330) 564-4110 option 4. **Please note, all records from cases filed in 2016 through the present are available on our website.**

Records requests are typically processed within 3 business days, depending on the size and complexity of the request. We will notify you via phone or email when your request has been fulfilled as well as the total amount due for the requested copies and/or postage. All costs must be paid *before* the records are released.

DATE OF REQUEST: _____

DEFENDANT'S NAME: _____

CASE NUMBER(S) _____

- OR -

ARREST DATE(S): _____

DEFENDANT'S SSN: _____

YOUR NAME: _____

YOUR PHONE NUMBER: _____

YOUR EMAIL: _____

DOCUMENTS REQUESTED: _____

(i.e. complaint, plea, disposition/sentencing, journal entries, etc.)

PLEASE PLACE AN "X" BY YOUR PREFERENCE(S) BELOW:

FORMAT OPTIONS

CERTIFIED COPIES:	\$1.00: per document, <i>plus</i> \$0.05 per page	
ALL OTHER COPIES:	\$0.05 per page (only if printed for in person pick-up or via mail)	

DELIVERY OPTIONS

PICK-UP IN PERSON:	Free	
MAIL VIA USPS:	Postage fees must be paid <i>before</i> records are mailed	
EMAIL (Only Uncertified)	Free	
FAX (Only Uncertified)	Free	

Payment Notes:

1. To avoid postage costs, you may submit a self-addressed and stamped envelope with your request.
2. The Clerk's Office accepts cash, personal or cashier's checks, and all major credit cards except American Express. A convenience fee of 3.75% is added to all in-person credit card transactions.
3. Any and all associated costs must be paid *before* the records are released