



Heather M. Eigel, Clerk of Court

Findlay Municipal Court

318 Dorney Plaza Room 206 Phone:

PO Box 826

Findlay, Ohio 45840

Phone: (419) 424-7141

Fax: (419) 424-7803

PUBLIC RECORDS POLICY

The Findlay Municipal Court Clerk of Court attests that the Clerk's Office maintains all records that are used in the administration and operation of the Court.

All records of the Findlay Municipal Court are public unless they are specifically exempt from disclosure under the Ohio Revised Code.

Records will be made available as promptly and reasonable as possible after taking into account the volume of records requested; where the records are located; and the necessity for legal review of the records requested.

Public records are to be available for inspection in the Clerk of Court's office or other approved location within the Findlay Municipal Court during regular business hours of this office, with the exception of published holidays.

The Clerk's Office of Findlay Municipal Court maintains its records in a manner that allows inspection of its public records and will provide copies of requested records within a reasonable amount of time at a cost of 10 cents per printed page. Requesters may have documents be mailed. They will be charged postage to have the documents mailed.

The Clerk's Office of Findlay Municipal Court retains and disposes of the records pursuant to the Rules of Superintendence 26, 26.01 and 26.05 as established by the Ohio Supreme Court. These Rules are available to the public at:

<http://www.supremecourt.ohio.gov/LegalResources/Rules/superintendence/Superintendence.pdf>