



# Ashtabula County Court of Common Pleas

**Judge Albert S. Campese**

**Probate Division**

Richard L. Dana  
Probate Division Magistrate

## CASE SEARCH REQUEST

Ashtabula County, Ohio

**Research Fee Cost = \$10.00 (includes 20 pages of regular copies)**

The research fee is applied per case search in addition to extra copies and/or certified and exemplified copies. Cash, Money Order, Debit Card, and Credit Cards are acceptable payments. NO personal checks.

Please be sure to provide as much information as possible regarding your search request.				
Case #:		Case Type:		
Party Name(s):				
Additional Information:				
*** Please include a detailed explanation of what items from the case you are requesting on the next page or as an attachment. ***				
Type of Copies Requested:	Regular Copies	# of Copies:	Entire Case File	\$0.25 per page
	Certified Copies	# of Copies:		\$10.00 per instrument
	Exemplified Copies	# of Copies:		\$70.00 per instrument

<b>Requester Information</b>				
Name:				
Address:				
City/State/Zip Code:				
Phone #:		Email Address:		
Payment Method:	Cash	Money Order	Credit/Debit Card	
*A clerk will contact you regarding total cost and card information to make payment, if applicable.				
Copies being received by:	Email	Pick Up	Mail (Must provide a postage paid/addressed envelope)	

OFFICE USE ONLY				
Request Received Date:		Payment Received Date:		
# of Certified Copies Requested:		Amount \$	Receipt #:	
Clerk:	[ ] Cash [ ] Money Order [ ] Debit/Credit Card			

Copy Request Form may be submitted in-person, by email, or fax. Payment must be received by the Court prior to the issuance of requested documents.

Ashtabula County Probate Court, 25 West Jefferson St., Jefferson, OH 44047  
Email: [probate@ashtabulacounty.us](mailto:probate@ashtabulacounty.us) | Phone: (440) 576-3451 | Fax: (440) 576-3633

