

Lisa M. Lofgreen

Clerk of Hancock County Courts
9 East Main Street, Rm. 213
Greenfield, IN 46140
(317) 477-1109
(317) 477-1163 - Fax

Date of Request: _____ Time: _____

Request Made: ___ In Person ___ By Mail ___ By Fax

Inf. Provided by: ___ Pick-up ___ By Mail ___ By Email

Copies Required: ___ No ___ Yes

Information researched by (*employee's name*): _____

Name of Citizen requesting information: _____

Address: _____

City, State and Zip Code: _____

Daytime telephone number: (_____) _____

Please identify, with reasonable particularity, the public record being requested:

IC 5-14-3-3 A request for inspection or copying must identify with reasonable particularity the record being requested;

Signature of person filing request _____

NOTE:

A standard copying fee of one dollar (\$1.00) may be charged for each page of a standard-size 8 ½ x 11 document reproduced. Certified Documents (\$3.00) three dollars per certification. Copies made from microfilm will be (\$1.00) one dollar per page. Copies are paid for by cash or money order. If a written request is made; please include a self addressed stamped envelope.

This office may require as long as twenty-four (24) hours to respond to a request placed in person and as long as seven (7) days to respond to a request received by mail (I.C. 5-14-3-9).

Access may be limited when necessary to prevent undue interference with the activities of this office (I.C. 5-14-3-7).

A telephone request for public records will be directed to complete this form or otherwise, put their request in printed form. (Please write legibly.)

Finally, if a closed case file is being requested, it may be maintained at an off-site location; therefore the file may not be available until the next business day.