

**Request Date:**

\_\_\_\_\_

**Critical Filing Date:**

\_\_\_\_\_

Law Office: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_

Case Caption: \_\_\_\_\_

Case Number: \_\_\_\_\_ File Number: \_\_\_\_\_

Client: \_\_\_\_\_

Court - *Please check one below:* County: \_\_\_\_\_

- Common Pleas**
- Domestic**
- Appeals**
- Municipal**
- Probate**
- Bankruptcy**
- County Admin**
- U.S District**
- Juvenile** (morning filing only)
- Title Bureau** (morning filing only)
- City Hall - Birth or Death Certificate** (morning only)
- Workers Compensation or Industrial Commission** (afternoon filing only)

**Other** \_\_\_\_\_

- Document Retrieval** -  Non-certified copy of pleading(s) \_\_\_\_\_
- Non-certified copy of file(s) \_\_\_\_\_
- Non-certified copy of judgment entry or court order \_\_\_\_\_
- Certified copy of judgment entry or court order \_\_\_\_\_
- Certified copy of judgment entry/non-certified attachments \_\_\_\_\_



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Thank you for your business!

**Description of Filing/Request:** \_\_\_\_\_

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**Comments from Metro Docket:** \_\_\_\_\_

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**Date Received by Metro Docket:** \_\_\_\_\_