

Lebanon Municipal Court Public Records Request Policy

The Lebanon Municipal Court processes public records requests in accordance with the Ohio Public Records Act (“Ohio Sunshine Laws”) and the Ohio Rules of Superintendence for the Courts of Ohio (Rules 44–47). In keeping with the spirit of open government and public access, the Court makes public records available for inspection and copying during regular business hours, subject to applicable exemptions under Ohio and federal law.

Requests for public records are not required to be submitted in writing, and requesters are not required to identify themselves or state the purpose of the request. To assist in the prompt identification and retrieval of records, requesters should provide sufficient detail regarding the records sought. The Court will process requests in a reasonable amount of time, in the order received, and as time and resources permit, taking into consideration the scope of the request, the need for legal review or redaction, and the availability of records.

Applicable fees associated with copying or reproduction of records are available on the Lebanon Municipal Court website.