

**WILLOUGHBY MUNICIPAL COURT**  
**4000 ERIE STREET**  
**WILLOUGHBY, OH 44094**  
*IT Department request for Court recording*  
*(440) 953-2504*

**Plaintiff(s)**

**Case Number(s):**

**Vs.**

**Defendant**

**Judge: Marisa L. Cornachio**

**Please check the appropriate box and enter the required information below:**  
**\$15 fee required before processing.**

**Request for CD/DVD Pick up at Court**

**Download from Internet**

**Date of Hearing(s):**

**Hearing Type(s):**

*If you are requesting the record from more than one hearing on the same case, you must provide all hearing dates & hearing types above.*

**Client Information**

**Name:**

**Title:**

**Agency:**

**Phone no:**

**Email address:**

**Date:**

The cost of the CD/DVD or internet download is \$15. There will be an additional cost of \$4.00 if paid by Mastercard, Visa, or Discover Card. Payments can be made in person at the Clerk's office or by credit card over the phone by calling 440.953.4150 or 440-953-4170 for Civil Division payments. Payment is required when the request is made.

The request form can be submitted in person or emailed to [recording@willoughbycourt.com](mailto:recording@willoughbycourt.com). Please make sure the information in all fields is correct to prevent delays in posting recordings. Once the cost has been paid, and the request has been processed, you will receive an email with instructions for downloading recording(s). The process may take one or two business days to complete. If you have any technical problems or questions please contact John Kucera, our IT Manager at [jkucera@willoughbycourt.com](mailto:jkucera@willoughbycourt.com) or by phone at 440.953.2504.