

**WILLOUGHBY MUNICIPAL COURT
4000 ERIE STREET
WILLOUGHBY, OH 44094
Request for Court recording
(440) 953-4150**

Plaintiff(s)

Case No(s):

vs.

Defendant(s)

Judge: Marisa L. Cornachio

Please enter the e-mail address where you wish the records be sent, and the required information below:

Request for DropBox transfer

Request for Flashdrive

(You must provide a flash-drive to the court)

E-mail: _____

Date of Hearing: _____

Hearing type(s): _____

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

Client Information

Name: _____

Title: _____

Agency: _____

Phone No. _____

Email address: _____

Date: _____

The request form can be submitted in person or emailed to lamarcov@willoughbycourt.com or to foxballj@willoughbycourt.com. Please make sure the information in all fields is correct to prevent delays in posting recordings. Once the request has been processed, you will receive an email with instructions for downloading recording(s).