

# PROBATE COURT OF CUYAHOGA COUNTY

DIVISION OF THE COURT OF COMMON PLEAS

1 LAKESIDE AVE. W.

CLEVELAND, OHIO 44113

ANTHONY J. RUSSO  
PRESIDING &  
ADMINISTRATIVE JUDGE

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LAURA J. GALLAGHER  
JUDGE

JENNIFER A. ALEXANDER  
COURT ADMINISTRATOR  
MAGISTRATE

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HEIDI M. KOENIG  
CHIEF MAGISTRATE

## Request to Redact Address Guidelines

In accordance with R.C. 149.45, any person who is a peace officer, parole officer, probation officer, bailiff, prosecuting attorney, assistant prosecuting attorney, correctional employee, county or multicounty corrections officer, community-based correctional facility employee, designated Ohio national guard member, protective services worker, youth services employee, firefighter, EMT, medical director or member of a cooperating physician advisory board of an emergency medical service organization, state board of pharmacy employee, investigator of the bureau of criminal identification and investigation, emergency service telecommunicator, forensic mental health provider, mental health evaluation provider, regional psychiatric hospital employee, judge, magistrate, or federal law enforcement officer may request to have their personal address and phone number redacted from the internet.

### Court Guidelines

Forms will be available at the Court for filing. Please be aware that when submitting the request to redact information, verification of employment is required. You must meet with a Magistrate at the Court to have your request approved. There may be a five (5) day waiting period for a decision if additional verification is needed by the Magistrate. Please be advised that if you file other items with the Court before your request is approved your information will be available on the internet until the request is approved. The redacted information will consist of your address and the address of family if they correspond. If other information is to be included in the request, please inform the Magistrate at the time of the hearing.

If you file a request and it is approved, any addresses that you may reside at after the original request are not included. Another request will be required to redact the new location.