

**Probation Records
Request Letter**

Attention: RECORDS DEPARTMENT

Re: State of Ohio v.

Dear Sir/Madam:

Please be advised that _____ is representing _____
_____ in the above referenced matter. The information requested herein is necessary for a
detailed social history to be completed on his behalf.

In an effort to properly represent _____, we are requesting that you
provide us with any and all of his probation records. These records should include, but are not
limited to:

- Names of all probation officers;
- Charges filed which precipitated being placed on probation;
- Date(s) of the crime(s) and date(s) of probation period(s);
- Conditions of probation;
- Employment records;
- Treatment records including case notes;
- Referrals or placements to other agencies;
- Notations by officers;
- Probation officers file and notes;
- Pre-sentence or follow-up reports;
- Monthly reports containing urine analysis testing;
- Dates for probation termination and reason for termination and any and all entries
pertaining to our client;
- Revocation information;
- Any additional records.

To assist you in locating these records, _____ birth date is _____
_____ and his social security number is _____.

DATE

Page Two

It is our understanding that _____ had contact with your department from _____
_____ when he was placed on _____
probation.

In addition to our records request stated above, please indicate the name of your agency's
custodian of records, as it may be necessary to have the authenticity of the documents verified.
Please certify the records.

An authorization for release of all such records is enclosed for your files. Thank you for your
assistance.

Please mail and/or fax this information to my attention as soon as possible.

Sincerely,

Enclosure