



Hamilton County Probate Court
William Howard Taft Law Center
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www.probatect.org

MAILBOX REQUEST FORM

As a convenience to practitioners who frequent the Probate Court, the Court will furnish a mailbox to those attorneys and firms that use the Court's facilities on a continual basis. The mailboxes should be used for Court related business only. Correspondence from the Court will also be placed in these boxes. Feel free to use this as a drop off site when communicating with other paralegals or law firms.

Due to the limited number of boxes, only one mailbox will be made available per firm. Please empty the mailboxes on a weekly basis. The mailboxes will be located in the hallway outside the Attorney's Conference Rooms on the Ninth Floor.

If you are interested in having a mailbox, please complete the bottom section of this form and give it to the clerks at the cashiers department on the 9th floor. Mailboxes will be assigned on a first come, first served basis.



Please provide a mailbox to the undersigned

 Firm Name

 Street Address

 City State Zip Code

 Contact Person

 Phone Number

 Fax Number

 E-Mail Address

 Signature

 Date

Please list the names and ID # of all the attorneys on the firm that will be using the mailbox

 ID #

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