



Instructions for Responding to an Investigation Report

Your claim against the state has been received and the state has filed their report. We have sent you a copy of the report. Please read over the response carefully.

You may file a written response to the state's report if you wish. We have sent you a response form to use for this purpose. You may also find the response form in fillable PDF format on our website. Your response must be received by our office within 21 days of the date you received the state's report. If you choose to make a response, please fill out the response form in plain English. Be sure your response tells the Clerk which part or parts of the report you agree with and which part or parts you disagree with. If you have any additional information you want us to consider in deciding your claim, include that as well. Likewise, if you have additional documents, photographs, bills, receipts, etc. that you want us to consider, include them as well.

Please mail your response and any other correspondence to:

The Ohio Court of Claims
Moyer Judicial Center
65 South Front Street, Third Floor
Columbus, Ohio 43215