

Instructions for Responding to an Investigation Report

The state has completed its investigation and filed its investigation report. Please review the enclosed report carefully.

If you choose to file a response to the state's investigation report please follow the instructions below:

- A response form has been enclosed. You may also find this form in fillable PDF format on our website at www.ohiocourtofclaims.gov.
- The court must receive your response within **21 days** from the date you receive the investigation report.
- In your response state which parts of the investigation report you agree with and which parts you disagree with.
- Attach any additional information you would like the court to consider, including photographs, bills, receipts, etc.
- Mail your response and any other attachments to:

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