

Instructions for Sealing a Criminal Record

(Expungement)



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****IF YOU HAVE A FELONY CONVICTION CONTACT THE CLERK OF COURTS OFFICE
740-432-9230 FOR A REQUIRED QUESTIONAIRE THAT NEEDS COMPLETED.**

“R.C. 2953.31 to R.C. 2953.36 governs the expungement of convictions. Current statutory law requires that the defendant seeking expungement be a “first offender”, which generally means that the defendant has only one conviction. The current definition of “first offender” sets forth narrow exceptions allowing multiple convictions to be treated as “one conviction”.

Effective September 28, 2012, S.B. 337 amends the expungement statutes to delete the requirement that the offender be a “first offender”. The Act replaces the “first offender” requirement with an “eligible offender”, the offender cannot have more than one felony conviction, more than two misdemeanor convictions, or more than one felony and one misdemeanor conviction. R.C. 2953.31(A). The narrow exceptions allowing multiple convictions to be treated as “one conviction” are left in place.

Another amendment involves R.C. 2953.36(F), which currently provides that convictions involving a victim under 18 years old cannot be expunged. The Act leaves that language in place but makes an exception allowing expungement of criminal non-support convictions.

These statutory changes are effective September 28, 2021. Under the Ohio Supreme Court decision of *State v. LaSalle*, 96 Ohio St. 3d 178, 2002-Ohio-4009, an application for expungement is governed by the statutory law in effect at the time of the filing of the application. Nothing in S.B. 337 alters the *LaSalle* rule. Therefore, any already pending applications for expungement will remain subject to the current law, even after September 28, 2012.”

What is Expungement/Sealing of Record?

Expungement is the same as sealing a record. It is a court process that allows you to have any and all reference to a prior criminal conviction cleared and your court file sealed. It is just as if you were never convicted of the crime.

Why Get an Expungement?

APPLICATION

When you apply for some jobs, apartments, and licenses, the people reviewing your application might look at your criminal record. If you have a conviction on your record, it is unlikely that you will be chosen for the job, given the apartment to rent, or allowed to get a license.

When you appear as a witness in court, they will ask about your past criminal record. If you have a conviction, they are unlikely to believe that your testimony is true.



Once your record is expunged, nothing will show up when your record is checked. After expungement is finished, when asked about your past criminal record, you can honestly say that you have none. You can act as if the arrest and conviction never took place.

However, even if your record is sealed:

- 1) law enforcement agencies, prosecutors, and other agencies can look at your sealed record; and
- 2) if you commit another crime, your sealed record can still be used against you in sentencing.

Who Can Use This Packet?

Only if you have been convicted will you need to get your record “expunged.” If you were arrested, but never convicted, this packet is not for you.

WARNING:

By completing these forms, you are serving as your own attorney. The purpose of this packet is to help you represent yourself in this expungement. In no way is any legal service office representing you in this action. No attorney/client relationship has been created, and legal aid is not representing you before this court.

Can I Get My Record Expunged?

If all of the following six statements are true for your situation, you will be able to get an expungement:

- 1) The conviction you are trying to expunge is **NOT** for one of the crimes or categories of crimes listed (NOTE: Convictions of the crimes **LISTED CANNOT** be sealed):

If you don't know the crime for which you were convicted, contact the Clerk of the Courts. Remember your case was "criminal," so be sure to go to the appropriate part of the Clerk's office. Request a certified copy of the Judgment Order of Conviction(s). You will need to give the Clerk your case number. If you do not have the number, ask the Clerk to use the computer to look it up. For a small fee (one or two dollars), the Clerk will give you a copy. If the Judgment Order of Conviction mentions one of the crimes listed below, you cannot get your record sealed.

- Rape (ORC §2907.02)
- Sexual battery (ORC §2907.03)
- Corrupting a minor (ORC §2907.04)
- Gross sexual imposition (ORC §2907.05)
- Sexual imposition (ORC §2907.06)
- Obscenity involving a minor (ORC §2907.321)
- Pornography involving a minor (ORC §2907.322)
- Illegal use of a minor in pornography (ORC §2907.323)
- All driver's license violations (ORC Chapter 4507)
- Motor vehicle violations (ORC Chapter 4511)
- Bail forfeitures in traffic cases (Traffic Rule 2)
- Misdemeanors of first degree or felonies where victim is under the age of 18 except criminal – nonsupport convictions (ORC Chapter 2919.21)
- Felonies of the first or second degree
- Offenses of violence that are misdemeanors of first degree or felonies (**except** the following offenses of violence can be expunged: convictions for riot (2917.03) and misdemeanor convictions for assault (2903.13), inciting to violence (2917.01), and inducing panic (2917.31))

- 2) You were **NOT** subject to a mandatory prison term for the conviction you seek to expunge (in other words, you were eligible for probation for that conviction). Even if you were actually sentenced to prison time, as long as you were eligible for probation.



- 3) Has not more than one felony conviction, not more than two misdemeanor convictions if the convictions are not of the same offense or not more than one felony conviction

UNLESS:

- a) You were convicted of two or more crimes based upon the same action. In that case, all of these convictions will be considered your first and all can be erased from your record. *For example*, if you were convicted of shoplifting and resisting arrest as a result of the shoplifting, you can get both records sealed. OR
- b) Your other convictions are for minor misdemeanors. Minor misdemeanors, including most traffic offenses, do not count as criminal convictions. These charges should not prevent you from having your record sealed.
- 4) You were convicted of a misdemeanor **and** more than one year has passed since your “final discharge,” or you were convicted of a felony **and** more than three years have passed since your “final discharge.” Final discharge means completion of jail time and/or probation.
- 5) You currently do not have any criminal or traffic proceedings pending **against** you.
- 6) You have not had any other case expunged.

Even if all of these six statements are true for you, the Judge can still refuse to seal your record. You must convince the Judge that you have been rehabilitated and that it is fair to seal your record

Steps You Must Follow to Get Your Record Sealed

- 1) You need a copy of the final order of the conviction you wish to have sealed. Contact the Clerk of the Court in which you were convicted. Remember your case was “criminal,” so be sure to go to the appropriate part of the Clerk’s office. Request a certified copy of the Judgment Order of Conviction(s). You will need to give the Clerk your case number. If you do not have the number, ask the Clerk to use the computer to look it up. For a small fee (one or two dollars), the Clerk will give you a certified copy. Make sure it is certified (stamped with court seal).

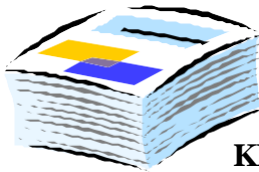


- 2) Fill in the blanks on the two forms included in this packet: “Application for Sealing of a Criminal Record Pursuant to ORC §2953.32”; and (b) “Judgment Entry for Sealing.” To help you fill out the forms correctly, follow the instructions provided for each form.



- 3) To apply to have your record sealed, you will have to pay \$100 to the Court. If you cannot pay the fee, fill out the form called “Poverty Affidavit.” When completing this form, follow the instruction provided. If you do not complete this form, be prepared to pay the \$100 fee.

- 4) After the forms are filled out, attach the “Judgment Order of Conviction” to the “Application for Sealing of a Criminal Record.” Make three copies of everything. Take the original and the three copies of the “Application for Sealing of a Criminal Record” and the “Poverty Affidavit” or the \$50 fee to the Clerk of Courts in the Court where you were convicted. (Do NOT file the “Judgment Entry”—bring this completed form with you to the hearing. If you are successful at the hearing, the Judge will sign it.) Tell the Clerk that you would like to file your documents. The Clerk will take all copies, stamp them, and give one copy back to you.



KEEP THIS COPY! You will need it later.

- 5) The Court will set your case for a hearing. You will be notified by mail of the date set for the hearing. Mark the date on your calendar and don’t forget about it.
- 6) Before the hearing date, prepare what you will say to the Judge. You must convince the Judge that you are no longer someone who would commit a crime (you have been rehabilitated). Explain that you are sorry for what you did and explain how you have changed since that time. For example, if you were using drugs and alcohol at the time when you committed the crime and have since gone sober, tell this to the Judge. If you have seen a psychiatrist since your conviction, tell the Judge.
- 7) The Prosecutor will be given the chance to object to your request.
- 8) The Judge must make a decision weighing your interests in having the records sealed against the government’s need to keep these records. The Judge may give a decision in Court or take time to think about the case and make a decision later. If no decision is made in Court, a copy of the decision will be mailed to you. **Make sure the Court has your current address!**



Checklist for Your Expungement

- Obtain a copy of your Judgment Order of Your Conviction(s).

- Fill out the forms and read them over to make sure they are complete.

- Make two copies of your completed papers.

- Get your “Poverty Affidavit” notarized. If you are not using the Affidavit, be prepared to pay the \$100 filing fee.

- Take your forms to the Clerk’s office and file them. Make sure the Clerk gives one copy back to you. Keep it.

- Go to court on the day of your hearing. Get there early and dress neatly.

****IF YOU HAVE A FELONY CONVICTION CONTACT THE CLERK OF COURTS OFFICE
740-432-9230 FOR A REQUIRED QUESTIONNAIRE THAT NEEDS COMPLETED.**

Instructions for Completion of Forms

Please read these instructions before completing any forms. Print neatly with a black pen or use a typewriter. You are the applicant and the defendant in this action.

Instructions for Application to Seal A Criminal Record **Pursuant to ORC §2953.32**

Look at the copy of the *Judgment Order of Conviction* that you got from the Clerk of Courts. On the *Order* will be some of the information you will need to fill in the blanks on the *Application*.

Two copies of this form are provided. One copy has a number in each blank line on the form. If you are confused about what to write in a blank space, check below for the number corresponding to the blank. These instructions explain what information to put in each blank.

Top of Form/Caption:

1. Fill in the name of the Court where you are filing this application (look on the *Judgment Order of Conviction* for this information—you need to file expungement in the same Court where you were convicted).
2. Fill in the County where this Court is located (look in *Order*).
3. On the Plaintiff line, fill in the name of the Prosecutor who prosecuted you for the crime (look in *Order*).
4. Fill in the case number for your prior conviction (look in *Order*).
5. Leave the space for the Judge's name blank.
6. Fill in your name on the Defendant line.

**Name of Court where you are
filing this application (look on
Judgment Order of Conviction
for this information)**



Fill in County where this Court is located (look in Order). IN THE _____ COURT OF _____, OHIO

On this Plaintiff line, fill in the State of Ohio (look in Order).

Fill in the case number for your prior conviction (look in Order).

Case No. _____
Judge _____

vs.

Fill in YOUR name on this Defendant line

)
)
)
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)
)
)
)
)

APPLICATION TO SEAL A
CRIMINAL RECORD PURSUANT
TO ORC §2953.32

Now comes the Defendant, Fill in your name., pro se, and moves for an order sealing the record of Defendant’s conviction(s) **including** the sealing of all criminal records pursuant to Ohio Revised Code §2953.32. Defendant seeks expungement of the following convictions:

Charge(s): Fill in the charges for which you seek to have records sealed (ex. Petty theft under ORC Section 2913.02).

Case No(s): Fill in the case number(s) for the conviction(s) (look in

Date of Conviction(s): Fill in the date of conviction(s) (look in Order).

Date of Termination of Probation: Fill in the date on which your probation was terminated.

The applicant, Fill in YOUR name on this line, qualifies as a first time offender as defined in ORC §2953.31(A). No criminal or traffic charges are pending against Defendant. (Check the one that applies to your situation).

- Not more than one felony conviction, not more than two misdemeanor convictions if the convictions are not of the same offense, or not more than one felony conviction and one misdemeanor conviction in this State or any other State.
- Defendant seeks expungement of more than one conviction and all convictions arise from the same set of facts that occurred on the same date.

- Defendant has other convictions, but they are minor misdemeanors. The record of Defendant's conviction should be expunged and all records should be sealed because Defendant has been rehabilitated, as evident by the following facts:

Explain how you have been rehabilitated (why you are unlikely to commit future crimes)

and why you should have your record expunged (ex. To apply for a job, etc.)

Respectfully Submitted,

Sign your name

Defendant's Signature

Print your name

Defendant's Printed Name

Fill in your address & phone number

Defendant's Address & Phone Number

Leave this section blank – the Judge will complete. (Allows Judge to set hearing date)

NOTICE OF HEARING

The foregoing Application to Seal a Criminal Record will be heard the ____ day of _____, 20____, at _____.

Judge

INSTRUCTIONS FOR SERVICE

TO THE CLERK:

Please serve a copy of this Application to Seal a Criminal Record on _____ by certified mail, return receipt requested.

Fill in the name of the City or County Prosecutor or City Law Director (look in Order to see who other party was) and sign your name).

Instructions for Service lets the other party (City Law Director or county Prosecutor) know that you are asking the Court to seal your record. If the other party has any objections to your record being expunged, they will have to file an objection.

Defendant's Signature

IN THE _____ COURT OF
_____, OHIO

Plaintiff(s)) Case No: _____
vs.) Judge _____

Defendant(s)) APPLICATION TO SEAL A
CRIMINAL RECORD PURSUANT
TO ORC §2953.32

Now comes the Defendant, _____, pro se, and moves for an order sealing the record of Defendant's conviction(s) **including** the sealing of all criminal records pursuant to Ohio Revised Code §2953.32. Defendant seeks expungement of the following convictions:

Charge(s): _____
Case No(s): _____
Date of Conviction(s): _____
Date of Termination of Probation: _____

The applicant, _____, qualifies as a first time offender as defined in ORC §2953.31(A). No criminal or traffic charges are pending against Defendant. **(Check the one that applies to your situation).**

Not more than one felony conviction, not more than two misdemeanor convictions if the convictions are not of the same offense, or not more than one felony conviction and one misdemeanor conviction in this State or any other State.

Defendant seeks expungement of more than one conviction and all convictions arise from the same set of facts that occurred on the same date.

Defendant has other convictions, but they are minor misdemeanors. The record of Defendant's conviction should be expunged and all records should be sealed because Defendant has been rehabilitated, as evident by the following facts:

Respectfully Submitted,

Defendant's Signature

Defendant's Printed Name

Defendant's Address & Phone Number

NOTICE OF HEARING

The foregoing Application to Seal a Criminal Record will be heard the _____ day of _____, 20____, at _____.

Judge

INSTRUCTIONS FOR SERVICE

TO THE CLERK:

Please serve a copy of this Application to Seal a Criminal Record on _____ by certified mail, return receipt requested.

Defendant's Signature

Instructions for Judgment Entry

This form is what the Judge will sign if he/she decides to seal your record. Filing this form is like saying to the Judge, “Here’s what you should say, now all you have to do is sign it.”

Two copies of this form are provided. One copy has a number in each blank line on the form. If you are confused about what to write in a blank space, check below for the number corresponding to the blank. These instructions explain what information to put in each blank.

Caption:

Fill in the caption just as you did for the *Application to Seal a Criminal Record*.

Document:

1. Fill in the crime for which you were convicted (for example—petty theft under ORC §2913.02).
2. This is a list of agencies that may have information on your criminal conviction in their records. For all those agencies that may have information regarding your conviction, check the box. Check as many boxes as you think apply.
3. Fill in the information requested as best you can. If you do not have or know your BCI or FBI number, simply leave it blank.

**IN THE COURT OF COMMON PLEAS
GUERNSEY COUNTY, OHIO**

**Fill in the Caption just as you did the
Application to Seal a Criminal Record.**

PLAINTIFF

CASE NO.: _____

VS.

JUDGMENT ENTRY

DEFENDANT

The Defendant having applied to the Court for sealing of record of conviction, and the Court being sufficiently informed, finds as follows:

- 1) The applicant is a first time offender.
- 2) No criminal proceedings are pending against the applicant.
- 3) The applicant has been rehabilitated to the satisfaction of this Court.
- 4) It is in the best interests of the applicant to have the records pertaining to his/her conviction(s) sealed and there is no legitimate need for the government to maintain these records.

Therefore, **it is hereby ordered** that all official records pertaining to this case shall be sealed and all indexed references thereto shall be deleted, except as otherwise provided in ORC §2953.32. The proceedings of the case will be considered not to have occurred and the conviction of _____ -- _____ shall be sealed, subject to the exceptions set forth in Ohio Revised Code Chapter 2953.

It is further ordered that no officer or employee of the State, or any political subdivision thereof, except as authorized by Division (D) and (E) of §2953.32 of the Ohio Revised Code, shall release, disseminate, or make available for any purpose involving employment, bonding, or licensing in connection with any business, trade or profession to any person, or to any department, agency, or other instrumentality of the State's Government of any political subdivision thereof, any information or other data concerning any arrest, indictment, trial hearing, conviction, or correctional supervision.

It is further ordered that copies of this Entry shall be served by Clerk of Court on the following by certified mail; return receipt requested (check **ALL** that apply):

- The Ohio State Highway Patrol
- The Prosecuting Attorney of _____ County, Ohio
- The Adult Probation Department of this Court
- The Bureau of Criminal Investigation in the office of the Attorney General of the State of Ohio
- Records Department of the _____ Police Department
- Records Department of the _____ County Sheriff's Department
- FBI, Washington, D.C.
- Common Pleas Court of _____ County, Ohio
- Municipal Court of _____, Ohio
- _____ County Court

Check all agencies that may have information regarding your conviction in their records, check as many boxes as you think apply.

It is further ordered that none of the foregoing persons shall inspect or use said records nor permit the inspection or use of said records except as provided in Revised ORC Chapter 2953.

For purposes of identification of the records to be expunged, the following information is provided for arresting agencies and any and all custodians of arrest and conviction records:

Applicant's full name: _____
Applicant's maiden name: _____
Applicant's address: _____
Applicant's sex: _____
Applicant's race: _____
Applicant's date of birth: _____
Court Case No: _____
Charge: _____
Convicted of: _____
Ohio BCI number: _____
FBI number: _____
Applicant's Social Security Number: _____

Fill in the information requested as best you can. If you do not have or know your BCI or FBI number, simply leave it blank.

By Court Order, Defendant requests that all fingerprint cards and other identifying indexes be destroyed.

JUDGE

**IN THE COURT OF COMMON PLEAS
GUERNSEY COUNTY, OHIO**

PLAINTIFF

CASE NO.: _____

VS.

JUDGMENT ENTRY

DEFENDANT

The Defendant having applied to the Court for sealing of record of conviction, and the Court being sufficiently informed, finds as follows:

- 1) The applicant is a first time offender.
- 2) No criminal proceedings are pending against the applicant.
- 3) The applicant has been rehabilitated to the satisfaction of this Court.
- 4) It is in the best interests of the applicant to have the records pertaining to his/her conviction(s) sealed and there is no legitimate need for the government to maintain these records.

Therefore, **it is hereby ordered** that all official records pertaining to this case shall be sealed and all indexed references thereto shall be deleted, except as otherwise provided in ORC §2953.32. The proceedings of the case will be considered not to have occurred and the conviction of _____ -- _____ shall be sealed, subject to the exceptions set forth in Ohio Revised Code Chapter 2953.

It is further ordered that no officer or employee of the State, or any political subdivision thereof, except as authorized by Division (D) and (E) of §2953.32 of the Ohio Revised Code, shall release, disseminate, or make available for any purpose involving employment, bonding, or licensing in connection with any business, trade or profession to any person, or to any department, agency, or other instrumentality of the State's Government of any political subdivision thereof, any information or other data concerning any arrest, indictment, trial hearing, conviction, or correctional supervision.

It is further ordered that copies of this Entry shall be served by Clerk of Court on the following by certified mail; return receipt requested (check **ALL** that apply):

The Ohio State Highway Patrol

The Prosecuting Attorney of _____ County, Ohio

The Adult Probation Department of this Court

The Bureau of Criminal Investigation in the office of the Attorney General of the State of Ohio

Records Department of the _____ Police Department

Records Department of the _____ County Sheriff's Department

FBI, Washington, D.C.

Common Pleas Court of _____ County, Ohio

Municipal Court of _____, Ohio

_____ County Court

It is further ordered that none of the foregoing persons shall inspect or use said records nor permit the inspection or use of said records except as provided in Revised ORC Chapter 2953.

For purposes of identification of the records to be expunged, the following information is provided for arresting agencies and any and all custodians of arrest and conviction records:

Applicant's full name: _____

Applicant's maiden name: _____

Applicant's address: _____

Applicant's sex: _____

Applicant's race: _____

Applicant's date of birth: _____

Court Case No: _____

Charge: _____

Convicted of: _____

Ohio BCI number: _____

FBI number: _____

Applicant's Social Security Number: _____

By Court Order, Defendant requests that all fingerprint cards and other identifying indexes be destroyed.

JUDGE

Instructions for Affidavit of Indigency

WARNING

Use this form **ONLY** if you are **UNABLE** to pay the \$100 filing fee.

This page is an “Affidavit” which means you are swearing before a Notary Public that you cannot afford to pay the Court’s filing fee.

If you are able to pay the fee, you must do so.

To fill out this form:

1. Fill out the caption like you have done for all of the other forms.
2. Answer questions 1 through 12 honestly and to the best of your ability. Do not sign the form yet. Leave the bottom part blank.
3. **DO NOT SIGN THIS FORM** until you are in the presence of a Notary Public. Take the completed form to a Notary Public and sign it in front of them on the line that says **AFFIANT**. The Notary Public will then notarize it for you. Most libraries and banks have Notaries. If you cannot find one, contact your local Legal Aid and someone there may notarize it for you.

FINANCIAL DISCLOSURE / AFFIDAVIT OF INDIGENCY

(\$25.00 application fee may be assessed—see notice on reverse side)

I. PERSONAL INFORMATION

Applicant's Name	D.O.B.	Person Represented's Name <i>(if juvenile)</i>	D.O.B.
Mailing Address	City	State	Zip Code
Case No.	Phone ()	Cell Phone ()	

II. OTHER PERSONS LIVING IN HOUSEHOLD

Name	D.O.B.	Relationship	Name	D.O.B.	Relationship
1)			3)		
2)			4)		

III. PRESUMPTIVE ELIGIBILITY

The appointment of counsel is presumed if the person represented meets any of the qualifications below. Please place an 'X'

Ohio Works First / TANF: ___ SSI: ___ SSD: ___ Medicaid: ___ Poverty Related Veterans' Benefits: ___ Food Stamps: ___

Refugee Settlement Benefits: ___ Incarcerated in state penitentiary: ___ Committed to a Public Mental Health Facility: ___

Other (please describe): _____ Juvenile: ___ *(if juvenile, please continue at Section VIII)*

IV. INCOME AND EMPLOYER

	Applicant	Spouse <small>(Do not include spouse's income if spouse is alleged victim)</small>	Total Income
Gross Monthly Employment Income			
Unemployment, Worker's Compensation, Child Support, Other Types of Income			
TOTAL INCOME			\$

Employer's Name: _____ Phone Number: _____

Employer's Address: _____

V. LIQUID ASSETS

Type of Asset	Estimated Value
Checking, Savings, Money Market Accounts	\$
Stocks, Bonds, CDs	\$
Other Liquid Assets or Cash on Hand	\$
Total Liquid Assets	\$

VI. MONTHLY EXPENSES

Type of Expense	Amount	Type of Expense	Amount
Child Support Paid Out		Telephone	
Child Care (if working only)		Transportation / Fuel	
Insurance (medical, dental, auto, etc.)		Taxes Withheld or Owed	
Medical / Dental Expenses or Associated Costs of Caring for Infirm Family Member		Credit Card, Other Loans	
Rent / Mortgage		Utilities (Gas, Electric, Water / Sewer, Trash)	
Food		Other (Specify)	
EXPENSES	\$	EXPENSES	\$

VII. DETERMINATION OF INDIGENCY

If applicant's Total Income in Section IV is at or below 187.5% of the Federal Poverty Guidelines, counsel must be appointed.

For applicants whose Total Income in Section IV is above 125% of the Federal Poverty Guidelines, see recoupment notice in Section XI.

If applicant's Liquid Assets in Section V exceed figures provided in OAC 120-1-03, appointment of counsel may be denied if applicant can employ counsel using those liquid assets.

If applicant's Total Income falls above 187.5% of Federal Poverty Guidelines, but applicant is financially unable to employ counsel after paying monthly expenses in Section VI, counsel must be appointed.

VIII. \$25.00 APPLICATION FEE NOTICE

By submitting this Financial Disclosure / Affidavit of Indigency Form, you will be assessed a non-refundable \$25.00 application fee unless waived or reduced by the court. If assessed, the fee is to be paid to the clerk of courts within seven (7) days of submitting this form to the entity that will make a determination regarding your indigency. No applicant may be denied counsel based upon failure or inability to pay this fee.

IX. AFFIDAVIT OF INDIGENCY

I, _____ (applicant or alleged delinquent child) being duly sworn, state:

1. I am financially unable to retain private counsel without substantial hardship to me or my family.
2. I understand that I must inform the public defender or appointed attorney if my financial situation should change before the disposition of the case(s) for which representation is being provided.
3. I understand that if it is determined by the county or the court that legal representation should not have been provided, I may be required to reimburse the county for the costs of representation provided. Any action filed by the county to collect legal fees hereunder must be brought within two years from the last date legal representation was provided.
4. I understand that I am subject to criminal charges for providing false financial information in connection with this application for legal representation, pursuant to Ohio Revised Code sections 120.05 and 2921.13.
5. I hereby certify that the information I have provided on this financial disclosure form is true to the best of my knowledge.

Affiant's signature

Date

Notary Public / Individual duly authorized to administer oath:

Subscribed and duly sworn before me according to law, by the above named applicant this ____ day of _____, _____, at _____, County of _____, State of Ohio.

Signature of person administering oath

Title (example: Notary, Deputy Clerk of Courts, etc.)

X. JUDGE CERTIFICATION

I hereby certify that above-noted applicant is unable to fill out and / or sign this financial disclosure / affidavit for the following reason: _____. I have determined that the party represented meets the criteria for receiving court-appointed counsel.

Judge's signature

Date

XI. NOTICE OF RECOUPMENT

ORC. §120.03 allows for county recoupment programs. Any such program may not jeopardize the quality of defense provided or act to deny representation to qualified applicants. No payments, compensation, or in-kind services shall be required from an applicant or client whose income falls below 125% of the federal poverty guidelines. See OAC 120-1-05.

Through recoupment, an applicant or client may be required to pay for **part** of the cost of services rendered, if he or she can reasonably be expected to pay. See ORC §2941.51(D)

XII. JUVENILE S PARENTS INCOME* FOR RECOUPMENT PURPOSES ONLY NOT FOR APPOINTMENT OF COUNSEL

	Custodial Parents' Income (Do not include parents' income if parent or relative is alleged victim)	Total
Employment Income (Gross)		
Unemployment, Workers Compensation, Child Support, Other Types of Income		
	TOTAL INCOME	\$

*Please complete Section VI on page 1 of this form if you would like the court to consider your monthly expenses when determining the amount of recoupment which you can reasonably be expected to pay.