



Domestic Relations Division

Summit County Court of Common Pleas

Hon. Katarina Cook
Administrative Judge

Hon. Susan Steinhauer
Judge

Chief Magistrate

Scot Stevenson

Magistrates

Jason Adams
Stephan Collins
Erin Dazey
Cara Ford
Rebecca DiDonato
Heimbaugh
Elisa Hill
David G. Lombardi
Julie Schafer
Christopher Snyder
Cheryl Wear

Mediator

Diane Dougherty

Court Administrator

Thomas McLaughlin

Instructions for Indigency Affidavit

1. Fully complete the Affidavit of Indigency attached.
2. Have a notary in the 2nd floor schedulers' office notarize your signature.
3. Make 2 copies of the affidavit.
4. Take the affidavit to the clerk's office on the first floor.
5. File the affidavit and pay the required \$25.00 filing fee.
6. After filing affidavit and paying fee, bring a copy of the documents (affidavit, paid receipt or copy of waiver to the 2nd floor scheduling office.

If staff is available, your application will immediately be reviewed, otherwise you will be contacted by phone within 2 business days as to your eligibility to have counsel appointed and to advise you of the name and contact information of the attorney appointed if you qualify.

You will receive written notice in entry form from the court generally within 7-10 court days.

If you cannot pay the filing fee...

1. You must complete the motion and entry form available from the schedulers' office on the 2nd floor.
2. Have a notary in the schedulers' office notarize your signature on the motion form.
3. Make a copy of the affidavit and the motion form.
4. Then take the motion and the affidavit to the clerk's office and file it.
5. Bring a copy of the motion and affidavit to the second floor scheduling office along with the filed Affidavit of Indigency.

Court staff will review your forms within 2 court days. you will be contacted by phone as to your eligibility at that time, and you will receive written notice within 7 court days.

THANK YOU FOR YOUR COOPERATION

205 South High Street, Akron, Ohio 44308

(330) 643-2365

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