



**Summit County  
Domestic Relations Court**

Administrative Judge Katarina Cook  
Judge Kani H. Hightower

## **Instructions to Request Court Appointed Counsel**

1. Fully complete the **MOTION FOR APPOINTED COUNSEL WITH FINANCIAL DISCLOSURE FORM AND ORDER FOR APPOINTED COUNSEL** [Local Forms 118(1) and 118(2)] attached.
2. File the motion and pay the required \$25.00 filing fee.
4. After filing the motion and paying the fee, bring a copy of the documents: (time-stamped motion, paid receipt, and proposed order) to the 2<sup>nd</sup> Floor Scheduling office.

You will receive notice from the Court generally within seven (7) Court days as to your eligibility for counsel.

### **If you cannot pay the filing fee:**

1. You must complete the **MOTION FOR APPOINTED COUNSEL WITH FINANCIAL DISCLOSURE FORM AND ORDER FOR APPOINTED COUNSEL** [Local Form 118 (1) & 118(2)]
2. Then take the Motion, with the waiver of filing fee completed, to the Scheduling Office on the 2<sup>nd</sup> Floor.

You will receive notice from the Court generally within seven (7) Court days as to the Court's decision to appoint counsel and to waive the filing fee. If the motion to waive the filing fee is not granted, the filing fee must be paid prior to the Court appointing counsel. It is the filing party's responsibility to ensure counsel has been appointed prior to any hearings.