



**Summit County
Domestic Relations Court**

Administrative Judge Katarina Cook
Judge Kani H. Hightower

Instructions to Request Court Appointed Counsel

1. Fully complete the **FINANCIAL DISCLOSURE FORM** (“**FDF**”) attached.
2. Have a Notary Public in the 2nd Floor Schedulers’ office notarize your signature.
3. Make two (2) copies of the FDF.
4. Take the FDF to the Clerk’s office on the First Floor.
5. File the FDF and pay the required \$25.00 filing fee.
6. After filing the FDF and paying the fee, bring a copy of the documents (FDF, paid receipt or copy of Motion to waive the filing fee) to the 2nd Floor Scheduling office.

You will receive notice from the Court generally within seven to ten (7–10) Court days as to your eligibility.

If you cannot pay the filing fee:

1. You must complete the Motion to Waive Filing Fee and Entry forms.
2. Have a Notary Public from the Schedulers’ office notarize your signature on the Motion form.
3. Make a copy of the FDF and the Motion form.
4. Then take the Motion and FDF to the Clerk’s Office (1st Floor) and file them.
5. Bring a copy of the filed Motion and FDF to the Scheduling Office on the 2nd Floor.

Court staff will review your forms within five (5) Court days. You will receive written notice of your eligibility within seven to ten (10) Court days.