

TRUMBULL COUNTY FAMILY COURT

INSTRUCTIONS AND INFORMATION FOR COURT-APPOINTED COUNSEL

A party that is financially unable to retain private counsel without substantial hardship to him/her or his/her family may be eligible for court-appointed counsel in the following types of cases:

1. Juvenile Delinquency
2. Contempt /Show Cause
3. Abuse, Neglect, or Dependency case filed by Trumbull County Children Services
4. Adult Contributing

In order to request court-appointed counsel, a party must complete all of the following documents:

- Motion for Court-Appointed Counsel
- Affidavit of Indigency
- Financial Disclosure Form (OPD-206R)

Once you have read through the information, make sure you meet all requirements before filing the documents. Answer all questions completely and accurately. Use BLUE or BLACK ink and type or neatly print all information. After fully completing all of the documents:

1. Have a notary on the 2nd floor at the Magistrate's Desk notarize your signature.
2. Make a copy of the Motion, Affidavit, and Financial Disclosure Form.
3. Take the Motion, Affidavit, and Financial Disclosure Form to the clerk's office on the first floor.
4. File the original Motion, Affidavit, and Financial Disclosure Form and pay the required \$25.00 filing fee.
5. After filing the Motion, Affidavit, and Financial Disclosure Form, bring the copy of the documents to the Magistrate's Desk on the 2nd floor.

If staff is available, your Motion 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 days.

If you cannot pay the filing fee, you must also complete and file a Motion to Waive/Defer filing fees. Copies of that form are available on the Court's website: www.familycourt.co.trumbull.oh.us.

This information was prepared for your convenience. If you have legal questions regarding this document, please contact an attorney. The Court staff is prohibited from providing you with legal advice or assisting you in the preparation of these documents.