

**IN THE COURT OF COMMON PLEAS  
PROBATE DIVISION  
MEDINA COUNTY, OHIO  
JUDGE KEVIN W. DUNN**

Attached to this cover sheet is a series of forms. Filling out a form is an act with which we are all familiar. However, filling in the blanks in the forms which are included in this packet, is not the same as filling out forms in other situations. Filling in the blanks in a court form in this packet is the preparation of a legal pleading. A legal pleading is a formal, written request for the court to take a particular action, the applicant or movant seeks the court to take. The words used have specific legal meanings. The pleadings and actions of the court are governed by complex statutory and case law. The timing of the pleadings, that is, when they are filed and the deadlines specified in the law are critical to the success of the application or pleading.

If pleadings are not prepared correctly according to law or when deadlines specified in the law are not met, the court must deny the application or the motion because it failed to comply with the requirements of the law. This results in delay, unnecessary expense and a failure to reach the objective you may want to achieve, but the court has no alternative but to dismiss or deny pleadings which are incorrectly prepared.

The court clerks who provide you with the packet of forms, as non-lawyers, are not permitted to assist you nor instruct you in person or by phone as to how the forms should be prepared or what legal action should be taken.

The act of assisting you or advising you in that way is prohibited by law since it constitutes an unauthorized practice of the law which is prohibited by Ohio Code of Professional Responsibility Canon 3. If you are assisting another person by filling out forms for them, you may also be engaging in the unauthorized practice of law.

If you chose to represent yourself, the court will respect your choice, however, we do wish to caution you that you may ultimately be frustrated in your attempt to process your own legal case. If you wish to seek the advice of an attorney, we refer you to the telephone book – check attorney listings for attorneys practicing in the subject area of probate law.

You may wish to contact the Medina County Bar Association Lawyer Referral Service by calling 330-725-9794, Monday – Friday from 8:00 AM to 4:30 PM. If you cannot afford an attorney, please contact Community Legal Aid Services at 1-800-998-9454.

We hope that you will understand that the court is interested in providing the best service possible to the public while protecting the rights of the persons affected by the law.

  
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KEVIN W. DUNN, PROBATE JUDGE