

LAKE COUNTY PROBATE COURT PRO SE MOTION AND ENTRY

Ohio Revised Code 4705.01 prevents the Deputy Clerks of the Probate Court from giving legal advice or helping you prepare legal papers in a new or pending case in this or any court.

If you are represented by counsel, you are not permitted to file this form. All motions must be filed by your attorney as long as you are represented.

WHAT IS A PRO SE MOTION?

A motion is a formal request made to a judge for an order or judgment.

Pro se means that you are representing yourself without the assistance of an attorney. By doing so, you understand that you will be held to the same rules, procedures, and standards as litigants represented by counsel and must accept the results of your own errors or mistakes. Court matters can be complicated and hiring an attorney to ensure the action you are requesting is properly presented to the Court is encouraged.

REQUIREMENTS AND PROCESS:

Cost: \$5.00 (Cash/Check/Money Order Only)

You must complete the forms in their entirety and to the best of your ability. The Pro Se Motion, the proposed Judgment Entry, and the Certificate of Service must be presented to the Court for filing at the same time.

Failure to complete the documents may result in the Court taking no action on your filing. The Court may schedule your motion for a hearing with notice to all other interested parties.

Service of motions shall be made by the moving party in compliance with all applicable Civil Rules. Costs associated with service made by the Court shall be paid by the moving party prior to the issuance of any Judgment Entry.

Lake County Court of Common Pleas
Division of Probate
Judge Mark J. Bartolotta



Lake County Courthouse, West Annex
25 North Park Place
Painesville, Ohio 44077
Mailing Address: P.O. Box 490
Painesville, Ohio 44077
440-350-2626

www.lakecountyohio.gov/probatelco

PROBATE COURT OF LAKE COUNTY, OHIO
JUDGE MARK J. BARTOLOTTA

IN THE MATTER OF: _____

CASE NO. _____

PRO SE MOTION

Now comes (your name) _____ and respectfully moves this Court
for an order to (explain what you want the court to do): _____

(Attach Additional pages if necessary)

Applicant's Signature

Address

Typed or Printed Name

City State Zip

Email

Telephone Number

PROBATE COURT OF LAKE COUNTY, OHIO
JUDGE MARK J. BARTOLOTTA

IN THE MATTER OF: _____

CASE NO. _____

JUDGMENT ENTRY

This matter came before the Court upon the filing of the Pro Se Motion. Upon review, the Pro Se Motion is granted and it is the Order of this Court that:

IT IS SO ORDERED.

JUDGE MARK J. BARTOLOTTA

CASE NO. _____

Certificate of Service

I hereby certify that a copy of the Pro Se Motion was served on the following person(s) and in the manner described below:

Person's Name: _____

Service Address: _____

Service Date: _____

Check One:

- Email Left at business (With person in charge or in receptacle for deliveries.)
 Mail Left at home (With person of suitable age and discretion residing there.)
 Hand Delivery

Person's Name: _____

Service Address: _____

Service Date: _____

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Person's Name: _____

Service Address: _____

Service Date: _____

Check One:

- Email Left at business (With person in charge or in receptacle for deliveries.)
 Mail Left at home (With person of suitable age and discretion residing there.)
 Hand Delivery

Print or Type Name of Applicant

Signature of Applicant