

## **Appendix of Forms**

Form 3.1 Affidavit of Indigency

Form 3.1NCR Notice of Appeal – Criminal

Form 3.1NCV Notice of Appeal – Civil

Form 3.1DCR Docket Statement – Criminal

Form 3.1DCV Docket Statement – Civil

Form 13.2 Personal Identifiers

Form 14.1 Notice of Automatic Extension

Form 22 Application Requesting Permission to Broadcast, Televise, Photograph or Record Courtroom Proceedings

**IN THE COURT OF APPEALS  
FIRST APPELLATE DISTRICT OF OHIO  
HAMILTON COUNTY, OHIO**

**STATE OF OHIO**

Plaintiff

CASE NO. \_\_\_\_\_

vs.

**AFFIDAVIT OF INDIGENCY**

\_\_\_\_\_  
Defendant

\_\_\_\_\_, the undersigned, being first duly sworn, does depose and states:

1. That I am a party in the above styled case;
2. That I am indigent and unable to pay the costs and charges involved in the within matter;
3. I submit the following information in support of my assertion of indigency;

A. I receive the following public benefits:

Ohio	SSI	Medicaid	Veteran	SNAP
Works			Pension	Food
First			Benefit	Stamps

B. I was appointed counsel at the trial court or otherwise found indigent:

Yes                      No

C. Gross Monthly Income                      \$ \_\_\_\_\_

D. Monthly Expenses                      \$ \_\_\_\_\_

E. Number of people in my household      \_\_\_\_\_

4. The information set forth above is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
**Signature,**    Appellant – Indigent

SWORN TO AND SUBSCRIBED BEFORE ME, A NOTARY PUBLIC IN AND FOR THE COUNTY AND STATE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

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**HAMILTON COUNTY, OHIO**

**STATE OF OHIO**

Plaintiff

-vs-

\_\_\_\_\_  
Defendant

Appeal Case No. \_\_\_\_\_

Trial Case No. \_\_\_\_\_

**NOTICE OF APPEAL**

Now comes the Appellant \_\_\_\_\_ and hereby gives  
notice of appeal to the First District Court of Appeals from the final judgment entry from the  
\_\_\_\_\_, entered in on \_\_\_\_\_.

\_\_\_\_\_  
(First and Last Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Email Address **and** Telephone Number)

\_\_\_\_\_  
**Signature**

**CERTIFICATE OF SERVICE**

I certify that a copy of this motion was served upon: \_\_\_\_\_  
on \_\_\_\_\_ in the following manner: \_\_\_\_\_.

\_\_\_\_\_  
**Signature**

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**HAMILTON COUNTY, OHIO**

\_\_\_\_\_  
Plaintiff

Appeal Case No. \_\_\_\_\_  
Trial Case No. \_\_\_\_\_

-VS-

**NOTICE OF APPEAL**

\_\_\_\_\_  
Defendant

Now comes the Appellant \_\_\_\_\_ and hereby gives  
notice of appeal to the First District Court of Appeals from the final judgment entry from the  
\_\_\_\_\_, entered in on \_\_\_\_\_.

\_\_\_\_\_  
(First and Last Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Email Address **and** Telephone No.)

\_\_\_\_\_  
**Signature**

**CERTIFICATE OF SERVICE**

I certify that a copy of this notice of appeal was served upon \_\_\_\_\_  
on \_\_\_\_\_ in the following manner: \_\_\_\_\_.

\_\_\_\_\_  
**Signature**

**FIRST DISTRICT COURT OF APPEALS**

**CRIMINAL DOCKET STATEMENT**

**Notice:** Pursuant to Loc.R. 3.1(A)(2)(c), failure to file a completed docket statement may result in the dismissal of the appeal.

<b>Name of Trial Court:</b> _____  <b>Caption:</b>  _____ Plaintiff-Appellant <u>or</u> Appellee  vs.  _____ Defendant-Appellant <u>or</u> Appellee	<b>Appeal No.</b> _____  <b>Trial No.</b> _____  <b>Trial Judge</b> _____  <b>Date of Judgment(s) Being Appealed</b> _____  <b>Notice of appeal was filed in compliance with:</b> <input type="checkbox"/> App.R. 4(A) (within 30 days); or <input type="checkbox"/> App.R. 4(B) (time extended); or <input type="checkbox"/> App.R. 5 (delayed appeal)  <b>Related or Prior Appeals</b> _____ _____
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**General**

Have you attached to the notice of appeal a copy of the final judgment being appealed? Yes ☐ No ☐

Is this an appeal from a juvenile delinquency proceeding? Yes ☐ No ☐

Is this an appeal from a ruling on a post-conviction petition? Yes ☐ No ☐

If a direct appeal, does the sentencing order contain the following four requirements: Yes ☐ No ☐

1. Fact of conviction for each count;
2. Separate sentence for each count;
3. Signature of trial court judge, and
4. File stamp of the clerk of courts?

Specify the type of action in the trial court: Traffic ☐ Misdemeanor ☐ Felony ☐

Resolution Type: Trial ☐ Plea ☐

Probable issues for review: \_\_\_\_\_

Type of Appeal: ☐ Defendant's appeal as of right ☐ State's appeal as of right  
☐ Defendant's appeal by leave of Court ☐ State's appeal by leave of Court  
☐ Victim's appeal

## **Parties**

If there are additional parties and/or attorneys, please copy this page, complete the information for the additional parties, and attach it to this statement.

Party's name_____	Party's name_____
Party's designation_____	Party's designation_____
Attorney's name_____	Attorney's name_____
Attorney's registration number_____	Attorney's registration number_____
Address of counsel or party_____	Address of counsel or party_____
_____	_____
Phone_____	Phone_____
Email_____	Email_____

## **Calendar Designation**

Please choose the appropriate calendar designation for this case.

**Regular Calendar:** Pursuant to Loc.R. 11.1(A), all appeals are placed on the regular calendar by default.

**Accelerated Calendar:** Do you wish instead to have your appeal assigned to the accelerated calendar?

Yes ☐ No ☐

If Yes, please identify the applicable factor(s) under Loc.R. 11.1(B) which support the assignment of the case to the accelerated calendar:\_\_\_\_\_

\_\_\_\_\_

**Expedited Calendar:** Must this case be expedited as being one of the following types of cases?

Yes ☐ No ☐

- ☐ Victim's interlocutory appeal [R.C. 2930.19]
- ☐ Prosecutorial appeals under Crim.R. 12(K) and Juv.R. 22 [App.R. 11.2(D)]
- ☐ Appeals concerning delinquent children [App.R. 11.2(D)]
- ☐ Denial of bail bond [R.C. 2937.222(D)]

## **Record**

This Docket Statement serves as a praecipe to the clerk of courts to prepare and transfer the record as specified below by the appellant:

- ☐ The record will consist of ONLY the original papers, exhibits, and a certified copy of the docket and journal entries that were filed in the trial court. [App.R. 9(A)]. **By checking this box, appellant acknowledges that no transcript(s) of proceedings are required to be prepared, and no App.R. 9(C) Statement or App.R. 9(D) Agreed Statement will be filed.**

☐ In addition to the original papers, exhibits, and a certified copy of the docket and journal entries that were filed in the trial court, the record will include (choose one):

- ☐ Complete Transcript of Proceedings under App.R. 9(B)\*
- ☐ Partial Transcript of Proceedings under App.R. 9(B)\*
- ☐ Statement under App.R. 9(C)
- ☐ Agreed Statement under App.R. 9(D)

☐ **This is an appeal of a criminal sentence AND** there was a **presentence, psychiatric, or other investigative report** that was submitted to the trial court in writing before the sentence was imposed, and appellant requests such report(s) to be made part of the record.

**\*If the record will include transcript(s) of proceedings, please complete the following:**

- ☐ All transcripts of proceedings have already been prepared and filed in the trial court, and no additional transcripts will be filed.
- ☐ There are additional transcript(s) of proceedings that must still be prepared and filed.\*\*  
The transcript(s) of proceedings to be filed are (choose one):

- ☐ Complete Transcript of Proceedings [App.R. 9(B)].
- ☐ Partial Transcript of Proceedings [App.R. 9(B)].

If partial, please provide a list of the hearing dates you will be ordering.

\_\_\_\_\_  
\_\_\_\_\_  
*If not currently known, indicate this on the lines above and file an amended docket statement when the dates become known.*

Note: If partial transcript is selected, appellant must comply with App.R. 9(B)(5). Appellee may follow App.R. 9(B)(5) if appellee considers transcripts or other parts of the proceedings necessary to the appeal.

**\*\*If there are transcript(s) of proceedings that must still be prepared and filed, the Court Reporter's Certification must be completed by the court reporter and appellant must comply with Loc.R. 9(B)(1) by attaching a copy of the transcript order to this docket statement.**

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COURT REPORTER'S CERTIFICATION (to be signed by the court reporter)

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Will the Court Reporter complete and file the requested transcript(s) of proceedings within 40 days of the filing of the notice of appeal (20 days if on the accelerated calendar)?

- ☐ Yes
- ☐ No

If No, please explain why the transcript(s) of proceedings will not be ready for filing within 40 days from the notice of appeal (or 20 days for the accelerated calendar):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Date of Filing:** \_\_\_\_\_

Signature of Court Reporter: \_\_\_\_\_ Date: \_\_\_\_\_  
(Email authority of court reporter is permitted; if relying on email authority, please attach the email.)

**Certificate of Service**

I certify that a copy of this docket statement was served upon \_\_\_\_\_  
on \_\_\_\_\_ by the following method: \_\_\_\_\_.

\_\_\_\_\_  
**Signature**



**Notice:** Pursuant to Loc.R. 3.1(A)(2)(c), failure to file a completed docket statement may result in the dismissal of the appeal.

**General**

Have you attached to the notice of appeal a copy of the final judgment being appealed? Yes ☐ No ☐

Is this an appeal from an adoption or a termination of parental rights case? Yes ☐ No ☐

Specify the type of action in the trial court (e.g., administrative appeal, contract, declaratory judgment, personal injury, custody dispute, will contest, etc.): \_\_\_\_\_

\_\_\_\_\_

Probable issues for review: \_\_\_\_\_

\_\_\_\_\_

Is the order appealed from a final appealable order:

Is this an appeal from a judgment ruling on an objection to a magistrate's decision?  
Yes ☐ No ☐

## **Parties**

Please provide the following information for **all** parties to the proceedings in the trial court.

**A party who files a notice of appeal is an appellant. A party who would be adversely affected if the judgment below is reversed should be designated as an appellee.** All other parties to the action below should retain their trial court designation (plaintiff, defendant, third-party plaintiff, third-party defendant, petitioner, respondent, etc.).

If a party was not represented by counsel in the proceedings below, please provide the address and phone number of the party. If there are additional parties and/or attorneys, please copy this page, complete the information for the additional parties, and attach it to this statement.

<div>Party's name_____</div> <div>Party's designation_____</div> <div>Attorney's name_____</div> <div>Attorney's registration number_____</div> <div>Address of counsel or party_____</div> <div>_____</div> <div>Phone_____</div> <div>Email _____</div>	<div>Party's name_____</div> <div>Party's designation_____</div> <div>Attorney's name_____</div> <div>Attorney's registration number_____</div> <div>Address of counsel or party_____</div> <div>_____</div> <div>Phone_____</div> <div>Email _____</div>
<div>Party's name_____</div> <div>Party's designation_____</div> <div>Attorney's name_____</div> <div>Attorney's registration number_____</div> <div>Address of counsel or party_____</div> <div>_____</div> <div>Phone_____</div> <div>Email _____</div>	<div>Party's name_____</div> <div>Party's designation_____</div> <div>Attorney's name_____</div> <div>Attorney's registration number_____</div> <div>Address of counsel or party_____</div> <div>_____</div> <div>Phone_____</div> <div>Email _____</div>

### Mediation

How would you characterize the extent of your settlement discussions before judgment (choose one)?

None ☐ Minimal ☐ Moderate ☐ Extensive ☐

Have settlement discussions taken place since the judgment appealed from was entered? Yes ☐ No ☐

Would a mediation conference assist in the resolution of this matter (choose one)? Yes ☐ No ☐

### Record

This Docket Statement serves as a praecipe to the clerk of courts to prepare and transfer the record as specified below by the appellant:

- ☐ The record will consist of ONLY the original papers, exhibits, and a certified copy of the docket and journal entries that were filed in the trial court. [App.R. 9(A)].

**By checking this box, appellant acknowledges that no transcript(s) of proceedings are required to be prepared, and no App.R. 9(C) Statement or App.R. 9(D) Agreed Statement will be filed.**

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- ☐ Complete Transcript of Proceedings under App.R. 9(B)\*
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- ☐ Statement under App.R. 9(C)
- ☐ Agreed Statement under App.R. 9(D)

**\*If the record will include transcript(s) of proceedings, please complete the following:**

- ☐ All transcripts of proceedings have already been prepared and filed in the trial court, and no additional transcripts will be filed.
- ☐ There are additional transcript(s) of proceedings that must still be prepared and filed.\*\*  
The transcript(s) of proceedings to be filed are (choose one):

- ☐ Complete Transcript of Proceedings [App.R. 9(B)].
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If partial, please provide a list of the hearing dates you will be ordering.

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*If not currently known, indicate this on the lines above and file an amended docket statement when dates become known.*

Note: If partial transcript is selected, appellant must comply with App.R. 9(B)(5). Appellee may follow App.R. 9(B)(5) if appellee considers transcripts or other parts of the proceedings necessary to the appeal.

**\*\*If there are transcript(s) of proceedings that must still be prepared and filed, the Court Reporter's Certification must be completed by the court reporter and appellant must comply with Loc.R. 9(B)(1) by attaching a copy of the transcript order to this docket statement.**

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COURT REPORTER'S CERTIFICATION (to be signed by the court reporter)

---

Will the Court Reporter complete and file the requested transcript(s) of proceedings within 40 days of the filing of the notice of appeal (20 days if on the accelerated calendar)?

- ☐ Yes  
☐ No

If No, please explain why the transcript(s) of proceedings will not be ready for filing within 40 days from the notice of appeal (or 20 days for the accelerated calendar):

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**Estimated Date of Filing:** \_\_\_\_\_

Signature of Court Reporter: \_\_\_\_\_ Date: \_\_\_\_\_

*(Email authority of court reporter is permitted; if relying on email authority, please attach the email.)*

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**Calendar Designation**

Please choose the appropriate calendar designation for this case.

**Regular Calendar:** Pursuant to Loc.R. 11.1(A), all appeals are placed on the regular calendar by default.

**Accelerated Calendar:** Do you wish instead to have your appeal assigned to the accelerated calendar?

- ☐ Yes    ☐ No

If Yes, please identify the applicable factor(s) under Loc.R. 11.1(B) which support the assignment of the case to the accelerated calendar: \_\_\_\_\_

\_\_\_\_\_

**Expedited Calendar:** Must this case be expedited as being one of the following types of cases?

- ☐ Yes    ☐ No

- ☐ Abortion-Bypass appeal from juvenile court [App.R. 11.2(B)]
- ☐ Adoption or parental rights appeal [App.R. 11.2(C)]
- ☐ Dependent, Abused, Neglected, and Unruly Child appeal [App.R. 11.2(D)]
- ☐ Election contests [R.C. 3515.08]
- ☐ Appeal from the Court of Claims involving public records [R.C. 2743.75(G)]
- ☐ Other (please specify authority for expedited treatment): \_\_\_\_\_

**Certificate of Service**

I certify that a copy of this docket statement was served upon \_\_\_\_\_

on \_\_\_\_\_ by the following method: \_\_\_\_\_.

\_\_\_\_\_  
Signature

**IN THE COURT OF APPEALS  
FIRST APPELLATE DISTRICT OF OHIO  
HAMILTON COUNTY, OHIO**

\_\_\_\_\_  
**Appellant,  
Relator,  
Petitioner,**

**v.**

\_\_\_\_\_  
**Appellee.  
Respondent.**

:  
:  
:  
:  
:  
:

**Case No.** \_\_\_\_\_

**Confidential Personal Identifiers Contained in Filing**

**REFERENCE LIST**

	<b>COMPLETE PERSONAL IDENTIFIER</b> <i>Use this column to list the personal identifiers that have been redacted from the document that is to be placed in the case file.</i>	<b>CORRESPONDING REFERENCE</b> <i>Use this column to list the reference or abbreviation that will refer to the corresponding complete personal identifier.</i>	<b>LOCATION</b> <i>Use this column to identify the document or documents where the reference appears in place of the personal identifier.</i>
<b>1.</b>			
<b>2.</b>			
<b>3.</b>			
<b>4.</b>			

☐ **Check if additional pages are attached.**

\_\_\_\_\_  
Signature of person submitting the information

\_\_\_\_\_  
Date

THIS IS PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES

**IN THE COURT OF APPEALS  
FIRST APPELLATE DISTRICT OF OHIO  
HAMILTON COUNTY, OHIO**

\_\_\_\_\_,  
APPELLANT,

APPEAL NO. C-\_\_\_\_\_  
TRIAL NO. \_\_\_\_\_

V.

\_\_\_\_\_,  
APPELLEE,

**NOTICE OF AUTOMATIC  
EXTENSION OF TIME TO  
FILE BRIEF PURSUANT TO  
LOC. R. 14**

\_\_\_\_\_ hereby gives notice of the exercise of the automatic extension of time pursuant to Loc.R. 14. The undersigned certifies that this case is a \_\_\_\_\_ calendar case and no previous extensions have been taken.

The undersigned further certifies that \_\_\_\_\_ brief is currently due on \_\_\_\_\_.

The brief will now be due on \_\_\_\_\_. (30 days for regular/15 days for accelerated/10 days for reply).

This Notice is effective upon filing provided that the requirements of Loc.R. 14 are met.

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Email Address **and** Telephone Number

\_\_\_\_\_  
**Signature**

**CERTIFICATE OF SERVICE**

I certify that a copy of this motion was served upon: \_\_\_\_\_  
on \_\_\_\_\_ in the following manner: \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**IN THE COURT OF APPEALS  
FIRST APPELLATE DISTRICT OF OHIO  
HAMILTON COUNTY, OHIO**

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
Appell\_

vs

\_\_\_\_\_  
Appell\_

**APPLICATION REQUESTING  
PERMISSION TO BROADCAST,  
TELEVISION, PHOTOGRAPH, OR  
RECORD COURTROOM  
PROCEEDINGS**

\_\_\_\_\_ requests permission to broadcast, televise, photograph, or otherwise record proceedings in the above-captioned case on \_\_\_\_\_ (date) under the provisions of Ohio Superintendence Rule 12. We hereby certify that the conditions for recording established by the Supreme Court of Ohio, including but not limited to Sup.R. 12, and such rules as established by the Court will be complied with and any cost arising therefrom shall be borne by the undersigned applicant.

Applicant submits that the following equipment and method of recording is requested to be used. (Please refer to Sup.R. 12 and describe the method of requested broadcasting, televising, photographing, or recording of court proceedings and the number of operators).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Respectfully submitted,

\_\_\_\_\_  
Name  
Address  
City, State  
Phone Number  
Email  
*Applicant*

**ENTRY**

The Court grants/denies the applicant's request for permission to broadcast, televise, photograph, or otherwise record proceedings with the following restrictions:  
no recording or photographing in the lobby or hallways;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To the clerk:**

**Enter upon the journal of the court on \_\_\_\_\_.**

**By: \_\_\_\_\_ (Copies sent to all counsel)**  
**Presiding Judge**