

IN THE COURT OF COMMON PLEAS  
PORTAGE COUNTY, OHIO

IN RE: \_\_\_\_\_ CASE NO: \_\_\_\_\_

**PETITION FOR CERTIFICATE OF  
QUALIFICATION FOR EMPLOYMENT (RC 2953.25)**

The undersigned hereby petitions for a Certificate of Qualification for Employment (see attached Exhibit A) with the Court of Common Pleas where the Petitioner resides. Petitioner claims to have suffered a collateral sanction that is related to employment or occupational licensing as a result of one or more convictions or pleas of guilty to an offense. If filing is made directly with the Court, Petitioner also asserts no time has been served on a term in a state correctional institution or in a department-funded program.

Respectfully Submitted,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Street

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

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
Fax Number (if any)

\_\_\_\_\_  
Email

IN THE COURT OF COMMON PLEAS  
PORTAGE COUNTY, OHIO

IN RE: \_\_\_\_\_ CASE NO. \_\_\_\_\_

JUDGE:

**NOTICE TO COURT OF PETITION FOR  
CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)**

You are hereby notified that a Petition for Certificate of Qualification for Employment was filed by the above captioned Petitioner in this Court (see Attached Exhibit A). If you are interested in providing any information regarding this petition, please complete the attached form and file with the undersigned Clerk of Courts within fourteen (14) days.

Jill Fankhauser  
Portage County Clerk of Courts

\_\_\_\_\_  
Deputy Clerk

IN THE COURT OF COMMON PLEAS  
PORTAGE COUNTY, OHIO

IN RE: \_\_\_\_\_ CASE NO. \_\_\_\_\_

JUDGE:

**NOTICE TO PROSECUTOR OF PETITION FOR  
CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)**

You are hereby notified that a Petition for Certificate of Qualification for Employment was filed by the above captioned Petitioner in this Court (see Attached Exhibit A). If you are interested in providing any information regarding this petition, please complete the attached form and file with the undersigned Clerk of Courts within fourteen (14) days.

Jill Fankhauser  
Portage County Clerk of Courts

\_\_\_\_\_  
Deputy Clerk

IN THE COURT OF COMMON PLEAS  
PORTAGE COUNTY, OHIO

IN RE: \_\_\_\_\_ CASE NO. \_\_\_\_\_

JUDGE:

**RESPONSE TO REQUEST FOR INFORMATION REGARDING PETITION FOR  
CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)**

The undersigned voluntarily submits the following information regarding the above captioned Petition.

NOTE: It is not necessary to submit any or all of the information listed below.

1. Please check one of the following:

- ☐ I recommend the Petitioner receive a CQE
- ☐ I do not recommend the Petitioner receive a CQE
- ☐ I have no opinion

If you marked "recommend" or "do not recommend," please comment below:

2. The Petitioner did/did not (circle one) successfully complete community control sanctions.

Comments:

3. The Petitioner does/does not (circle One) owe any outstanding monies.

Comments:

4. Additional Comments:

Respectfully Submitted,

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Signature

---

Name (printed) of Person submitting form

---

Position (if victim, indicate here \_\_\_\_\_)

---

Name of Organization: Court, Prosecutor  
Office, Other

---

Street

---

City, State, Zip

---

Telephone number

---

Fax Number (if any)

---

Email

IN THE COURT OF COMMON PLEAS  
PORTAGE COUNTY, OHIO

IN RE: \_\_\_\_\_ CASE NO. \_\_\_\_\_

JUDGE:

**ORDER FOR INVESTIGATION REGARDING  
PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT  
(RC 2953.25)**

Upon consideration of the above captioned Petition for Certificate of  
Qualification for Employment, the Court hereby Orders the Probation Department to do  
the following and report back its findings with \_\_\_\_\_ days of this Order:

- \_\_\_\_\_ 1. Attempt to determine all other courts in the state in which the Petitioner  
has been convicted of or plead guilty to an offense.
- \_\_\_\_\_ 2. Obtain a current LEADS report on the Petitioner.
- \_\_\_\_\_ 3. Verify the accuracy of information submitted in the Petition.
- \_\_\_\_\_ 4. Other: (specify)

IT IS SO ORDERED.

\_\_\_\_\_  
JUDGE/MAGISTRATE      DATE

IN THE COURT OF COMMON PLEAS  
PORTAGE COUNTY, OHIO

IN RE: \_\_\_\_\_ CASE NO. \_\_\_\_\_

JUDGE:

**ORDER FOR ADDITIONAL INFORMATION  
PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT  
(RC 2953.25)**

Upon consideration of the above captioned Petition for Certificate of  
Qualification for Employment, the Court hereby Orders the Petitioner to provide the  
following information within \_\_\_\_\_ days of this Order:

IT IS SO ORDERED.

\_\_\_\_\_  
JUDGE/MAGISTRATE      DATE

IN THE COURT OF COMMON PLEAS  
PORTAGE COUNTY, OHIO

IN RE: \_\_\_\_\_ CASE NO. \_\_\_\_\_

JUDGE:

**JUDGMENT ENTRY GRANTING  
PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT  
(RR 2953.25)**

Upon consideration of the above captioned Petition for Certificate of Qualification for Employment, the Court hereby finds:

The Petitioner has suffered a COLLATERAL SANCTION that is related to employment or occupation licensing as a result of individual's conviction of or plea of guilty to an offense (felony or misdemeanor) and that applies by operation of law in this state; AND

The Petitioner has established by a preponderance of the evidence that granting the petition will materially assist the individual in obtaining employment/occupational license; AND

The Petitioner has established by a preponderance of the evidence the Petitioner has a substantial need for the relief requested in order to live a law-abiding life: AND

The Petitioner has established by a preponderance of the evidence that granting the petition would not pose an unreasonable risk to the safety of the public or any individual.

THEREFORE , it is HEREBY ORDERED, ADJUDGED AND DECREED that the above captioned Petition for Certificate of Qualification for Employment is hereby GRANTED. The purpose for this certificate is to assist the petitioner in obtaining employment and to obtain a \_\_\_\_\_ (insert NONE if not applicable) license from the Ohio \_\_\_\_\_ licensing board.

IT IS FURTHER ORDERED that the Clerk notify the Department of Rehabilitation and Corrections that a Certificate of Qualification for Employment be issued to Petitioner.

The Clerk is HEREBY ORDERED to provide written notice to Petitioner.

IT IS SO ORDERED.

\_\_\_\_\_  
JUDGE



IN THE COURT OF COMMON PLEAS  
PORTAGE COUNTY, OHIO

IN RE: \_\_\_\_\_ CASE NO. \_\_\_\_\_

JUDGE:

**JUDGMENT ENTRY DENYING  
PETITION FOR CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT  
(RR 2953.25)**

Upon consideration of the above captioned Petition for Certificate of Qualification for Employment, the Court hereby finds:

The Petitioner has/has not (circle one) suffered a COLLATERAL SANCTION that is related to employment or occupation licensing as a result of individual's conviction of or plea of guilty to an offense (felony or misdemeanor) and that applies by operation of law in this state;

The Petitioner has/has not (circle one) established by a preponderance of the evidence that granting the petition will materially assist the individual in obtaining employment/occupational license;

The Petitioner has/has not (circle one) established by a preponderance of the evidence the Petitioner has a substantial need for the relief requested in order to live a law-abiding life;

The Petitioner has/has not (circle one) established by a preponderance of the evidence that granting the petition would not pose an unreasonable risk to the safety of the public or any individual.

THEREFORE, it is HEREBY ORDERED, ADJUDGED AND DECREED that the above captioned Petition for Certificate of Qualification for Employment is hereby DENIED.

IT IS FURTHER ORDERED that the following conditions (if any) are placed on Petitioner's subsequent filings: \_\_\_\_\_

The Clerk is HEREBY ORDERED to provide written notice to Petitioner and the Department of Rehabilitation and Corrections.

THIS IS A FINAL, APPEALABLE ORDER. THERE IS NO JUST CAUSE FOR DELAY.

IT IS SO ORDERED.

\_\_\_\_\_  
JUDGE