

Instructions for Filing a Petition for Certificate of Qualification for Employment (CQE)

Attached are the forms for filing a Certificate of Qualification for Employment (CQE). These instructions are intended to be a general guide to help you get the forms filled out, filed with the Court, and properly before the judge. These instructions are not intended to be a legal analysis of your request or advice as to whether you will win your motion but are merely to assist you in preparing and presenting your request.

If you have any doubt or question as to whether you can use these papers, contact an attorney.

I. Answers to Frequently Asked Questions:

This link ([Frequently Asked Questions](#)) will provide you with answers to Frequently Asked Questions. Read this document if you have any questions about who is entitled to a Certificate of Qualification for Employment (CQE), how and where to file and the necessary steps.

II. Filling out the forms:

- A. All of the enclosed forms should be filled out (except for the civil case number and the assigned Judge) before you go to the Courthouse to file them. The Clerk of Courts' staff cannot help you complete the forms.
- B. Form A is the Disclosure of Personal Identifier Information. Fill out all information that pertains to you.
- C. Form B is the Notice to Court of Petition for Certificate of Qualification for Employment, fill in the name of the Petitioner (your name). The Clerk of Courts will assign the civil case number and the Judge. Fill in the DRC Electronic Petition Number provided to you by the ODRC.
- D. Be prepared to pay a filing fee. This is to be paid in cash, check, money order or debit/credit card. The amount of the filing fee can be obtained at <http://www.co.tuscarawas.oh.us/Courts/legal-information> or by calling the Clerk of Court's office at 330-365-3243. If you do not have the money to pay the filing fee, you may complete and file the

Petition for Waiver of Filing Fee and Court Cost Deposit and Affidavit in Support provided in this packet. You still may have to pay court costs after the action is decided.

III. Filing the Petition:

- A. After the form is filled out, make two copies and go to the Clerk of Courts' office on the second floor of the County annex building, 125 East High Ave., New Philadelphia, which is attached to the County Courthouse. This is the only place you can file the Notice to Court of Petition for Certificate of Qualification for Employment, if you live in Tuscarawas County.
- B. The Clerk's staff will take the original and one copy of the Notice. You should ask the Clerk to time-stamp your copy of the Notice. This is your proof that you filed it.

IV. Hearing on the Petition:

- A. The Court may conduct a hearing on the Petition if it feels that is necessary, but those hearings should be rare.
- B. If a hearing is scheduled, you should dress as you would for a job interview.
- C. If a hearing is scheduled, you will be asked questions by the Court or by an attorney. Be directly responsive to the questions. Listen to each question and make sure that you provide the appropriate information. If you do not understand the question or are not sure what you are being asked, you have the right to have the question explained to you before answering it.

V. Decision:

- A. You will receive a decision by the Court in the mail. Keep the Clerk of Court's office up to date if you change your address.