

The Supreme Court of Ohio

The Supreme Court of Ohio | Specialized Dockets Section
65 South Front Street, 6th Floor Columbus, Ohio 43215
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CERTIFICATION SUBMISSION GUIDELINES

Before submitting your application and support materials, please be sure to carefully read and adhere to all the submission guidelines provided below. Applications not conforming to these guidelines may be returned.

The applicant should review the complete list of all certification materials posted on the following webpage:

<http://www.supremecourt.ohio.gov/JCS/specDockets/certification/default.asp>

STEP 1. START WITH THE SUPPORT MATERIALS

The path to certification begins with an applicant's support materials. An applicant should start by reviewing the following guides, which are available to assist the applicant in preparing the appropriate support materials pertaining to their specific specialized docket:

- [A Guide to Preparing the Specialized Docket Administrative Order](#)
- [A Guide to Preparing the Specialized Docket Local Rule](#)
- [A Guide to Preparing the Specialized Docket Program Description](#)
- [A Guide to Preparing the Specialized Docket Participant Handbook](#)
- [A Guide to Preparing the Adult Post-Conviction or Intervention-In-Lieu of Conviction Specialized Docket Participation Agreement](#)
- [A Guide to Preparing the Family Dependency Treatment Specialized Docket Participation Agreement](#)
- [A Guide to Preparing the Juvenile Post-Disposition Specialized Docket Participation Agreement](#)

STEP 2. FORMATTING AND SAVING YOUR SUPPORT MATERIALS.

Formatting:

- Use a commonly recognized font (such as 12 pt. Times New Roman)
- Use the traditional black color font throughout your documents; however, applicants can utilize a second color to highlight the language identifying when a standard is being met in all their support materials

- Create a table of contents for the program description and participant handbook
- Utilize "**bolding**" feature and headers (as used in the Guides) to increase readability and navigation through your documents
- Proofread for grammatical errors and typos
- Be sure all support materials are page numbered
- Use tabs to identify any Appendices to the Program Description or other materials

Naming and Saving As:

Applicants should save all materials separately in one of the following formats:

- Word 1997-2003 (.doc)
- Word 2007 (.docx)
- PDF (.pdf)

Naming Documents:

Please name documents as follows:

- Use the initials of the support material titles (i.e. Local Rule = LR)
- Underscore ("_ ")
- Specialized Docket Judge's Last Name
- County name
- Jurisdiction
- Docket type

Example:

For the Local Rule, save as:

LR_ShriverClermontMuniOVI.doc

For the Program Description, save as:

PD_ShriverClermontMuniOVI.doc

For the Participant Handbook, save as:

PH_ShriverClermontMuniOVI.doc

For the Participant Agreement, save as:

PA_ShriverClermontMuniOVI.doc

Please note: Electronic submissions are not accepted at this time; however, upon final certification, applicants will be asked to submit their materials electronically in order for the Supreme Court of Ohio to apply the certification logo to all certified court documents.

STEP 3. THE APPLICATION

When an applicant has finalized all support materials—**the local rule (or administrative order), program description, participant handbook, and participant agreement**—the applicant should print the materials all out and *then* proceed to complete the application, filling in the appropriate page numbers to the corresponding standard.

- Download: Certification Application
- Ensure the page number on the application form matches the page number in the corresponding support material document
- Ensure the application is signed by the Judge

STEP 4. PREPARING YOUR APPLICATION AND SUPPORT MATERIALS FOR MAILING:

Before mailing their completed application and support materials, the applicant should please consider the following:

- No need to include a cover letter.
- All documents should be copied one-sided only
- Use paperclips or binder clips to separate materials. Do not use staples.
- Make sure all appropriate signatures are made prior to sending the application and support materials

Mail applications and support materials to:

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