

LOCAL RULE 36

NOTARIES PUBLIC

- 36.1** Any person applying for the first time for a notary commission, any person whose commission is due to renew, or their commission has expired, shall fill out an Applicant Information Form and further sign an affidavit stating they have certain qualifications to hold the title of Notary Public.
- 36.2** Any person applying for the first time for a notary commission, any person whose commission is due to renew, or a person who has allowed their commission to expire, and they have not previously taken a written exam, shall take a written examination.
- 36.3** Each applicant shall receive, without charge, a copy of the Notary Public Guidebook. All applicants that require a test shall schedule an appointment for the written examination with the notary examiner.
- 36.4** The examiner shall promptly transmit to the Court the name(s) of the person(s) who have successfully completed the examination and those whose applications have been approved.
- 36.5** An applicant who is deemed by the Court to be unqualified for appointment may apply for re-examination another day. If the Court deems that applicant to be unqualified upon the second examination, then the applicant shall not be permitted to apply for re-examination no sooner than (14) fourteen days. If it is deemed that the applicant is unqualified upon the third examination, then the applicant shall not be permitted to apply any sooner than three months.
- 36.6** Each notary public, except an attorney admitted to the practice of law in this state by the Ohio Supreme Court, shall hold office for the term of five years unless the commission is revoked. An attorney admitted to the practice of law in this state by the Ohio Supreme Court shall hold office as a notary public as long as the attorney is a resident of this state or has the attorney's principal place of business or primary practice in this state, the attorney is in good standing before the Ohio Supreme Court, and the commission is not revoked. Before entering upon the duties of office, a notary public shall take and subscribe an oath to be endorsed on the notary public's commission.
- 36.7** A notary public who violates the oath of office required by this section shall be removed from office by the Court of Common Pleas of the county in which the notary public resides, upon complaint filed and substantiated in the Court, and the Court, upon removing a notary public from office, shall certify the removal to the secretary of state. The person so removed shall be ineligible for reappointment to the office of notary public.
- 36.8** No notary public shall certify to the affidavit of a person without administering the appropriate oath or affirmation to the person. A notary public who violates this section shall be removed from office by the Court of Common Pleas of the county in which a conviction for a violation of this section is had. The Court shall certify the removal to the secretary of state. The person so removed shall be ineligible to reappointment for a period of three years.