

IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO

IN RE: \_\_\_\_\_

CASE NO:  
DRC ELECTRONIC PETITION NO:  
JUDGE RICHARD D. WETZEL

PETITION FOR  
CERTIFICATE OF QUALIFICATION FOR EMPLOYMENT (RC 2953.25)

The undersigned hereby petitions for a Certificate of Qualification for Employment 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.

Pursuant to R.C. 2953.25 (F), Petitioner includes the following information:

1. Petitioner's name, date of birth, and social security number;
2. All aliases of the Petitioner and all social security numbers associated with those aliases;
3. The Petitioner's residence address, including the city, county, and state of residence and zip code;
4. The length of time that the Petitioner has been a resident of this state, expressed in years and months of residence;

5. The name or type of each collateral sanction from which the Petitioner is requesting a Certificate of Qualification for Employment;
6. A summary of the Petitioner's criminal history with respect to each offense that is a disqualification from employment or licensing in an occupation or profession, including the years of each conviction or plea of guilty for each of those offenses;
7. A summary of the Petitioner's employment history, specifying the name of, and dates of employment with each employer;
8. Verifiable references and endorsements;
9. The name of one or more immediate family members of the Petitioner, or other persons with whom the Petitioner has a close relationship, who support the individual's re-entry plan;
10. A summary of the reason the Petitioner believes the Certificate of Qualification for Employment should be granted;
11. The date of release of the Petitioner for any period of incarceration in a state or local correctional facility that was imposed for that offense and all periods of supervision imposed after release from the period of incarceration or, if the Petitioner was not incarcerated for that offense, at any time after the expiration of

one year from the date of the Petitioner's final release from all other sanctions imposed for that offense. [RC 2953.25(B)(4)]

12. Any other information required by rule of the Department of Rehabilitation and Correction.

If filing is made directly with the Court, Petitioner also asserts not time has been served on a term in a state correctional institution, or in a department-funded program.

Respectfully Submitted,

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Signature

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Name

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Street Address

---

City, State, and Zip

---

Phone Number

---

Fax Number (if any)

---

Email

IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO

IN RE: \_\_\_\_\_

CASE NO:

DRC ELECTRONIC PETITION NO:

JUDGE RICHARD D. WETZEL

AFFIDAVIT OF INDIGENCY

I, \_\_\_\_\_, do hereby state that I am without the necessary funds to pay the costs of this action for the following reason(s):

I am requesting that the filing fee and security deposit, if applicable, be waived.

\_\_\_\_\_  
Affiant

Sworn to, or affirmed, and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

NOTE: This affidavit must be executed not more than six months prior to being filed in the Court.  
Affidavits not in compliance will be rejected for filing by the Clerk of Courts.

**IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO**

IN RE: \_\_\_\_\_

CASE NO:

DRC ELECTRONIC PETITION NO:

JUDGE RICHARD D. WETZEL

**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.

Respectfully Submitted,

\_\_\_\_\_  
Clerk of the Knox County Clerk of Courts  
117 East High Street, Suite 201  
Mount Vernon, Ohio 43050  
Phone: 740-393-6788  
Fax: 740-392-3533

**IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO**

IN RE: \_\_\_\_\_

CASE NO:

DRC ELECTRONIC PETITION NO:

JUDGE RICHARD D. WETZEL

**NOTICE TO PROSECUTOR OF  
PETITION FOR CERTIFICATE OF QUALIFICATION FORM 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.

Respectfully Submitted,

\_\_\_\_\_  
Clerk of the Knox County Clerk of Courts  
117 East High Street, Suite 201  
Mount Vernon, Ohio 43050  
Phone: 740-393-6788  
Fax: 740-392-3533

**IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO**

IN RE: \_\_\_\_\_

CASE NO:

DRC ELECTRONIC PETITION NO:

JUDGE RICHARD D. WETZEL

**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 information listed below.\*

1. Please check one of the following:

- I recommend the Petitioner receive a CQE (Certificate of Qualification for Employment)
- 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,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person Submitting Information

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

\_\_\_\_\_  
Name of Organization: Court,  
Prosecutor's Office, Other

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email



**IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO**

IN RE: \_\_\_\_\_

CASE NO:

DRC ELECTRONIC PETITION NO:

JUDGE RICHARD D. WETZEL

**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 within \_\_\_\_\_ 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 Petitioner.
- \_\_\_\_\_ 3. Verify the accuracy of information submitted in the Petition.
- \_\_\_\_\_ 4. Other: (specify)

**IT IS SO ORDERED**

\_\_\_\_\_  
RICHARD D. WETZEL, JUDGE

**IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO**

IN RE: \_\_\_\_\_

CASE NO:

DRC ELECTRONIC PETITION NO:

JUDGE RICHARD D. WETZEL

**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**

\_\_\_\_\_  
RICHARD D. WETZEL, JUDGE

**IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO**

IN RE: \_\_\_\_\_

CASE NO:

DRC ELECTRONIC PETITION NO:

JUDGE RICHARD D. WETZEL

**JUDGMENT ENTRY GRANTING  
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 finds:

The Petitioner has suffered a collateral sanction that is related to employment or occupational 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 that 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 of Courts shall immediately notify the Department of Rehabilitation and Corrections that a Certificate of Qualification for Employment shall be issued to Petitioner.

FORM H

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

IT IS SO ORDERED

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RICHARD D. WETZEL, JUDGE

**IN THE COURT OF COMMON PLEAS  
KNOX COUNTY, OHIO**

IN RE: \_\_\_\_\_

CASE NO:

DRC ELECTRONIC PETITION NO:

JUDGE RICHARD D. WETZEL

**JUDGMENT ENTRY DENYING  
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 finds:

The Petitioner has/has not (circle one) suffered a collateral sanction that is related to employment or occupational 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;  
AND

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

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:

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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

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RICHARD D. WETZEL, JUDGE