

RULE 14
NOTARY PUBLIC EXAMINATION AND
NOTARY PUBLIC EXAMINATION FEES

14.1 The Court shall appoint three or more members of the Ohio Bar, in good standing, who practice law in Clermont County, to the "Judges Committee on Notaries Public." One member shall be designated as Chairperson. The Chairperson will report annual income and expenses associated with the notaries public program to the Administrative Judge before the 15th day of January. All disbursements, other than for normal operations, shall be upon a court order.

14.2 The Committee shall, at least once each month, examine all applicants for appointment as Notaries Public of the County to determine whether the applicant possesses the necessary qualifications. The Committee may hold special examinations at any time. This provision shall not apply to applicants who are admitted to the practice of law in Ohio.

14.3 Each application shall be accompanied by a fee set by separate court order. Each applicant will also pay recording fees and fees to the Clerk for the Governor. Along with the application, every applicant shall file a written statement as prescribed by the Committee. Each applicant shall receive, without charge, a copy of the "Manual for Notaries Public."

14.4 Within 7 days of an examination, the Committee shall make a written report to one of the judges of this Court. The report shall contain either an approval or disapproval of the applicant.

14.5 An applicant who is deemed by the Committee to be unqualified for appointment may apply for re-examination after 30 days. If the Committee deems that applicant to be unqualified upon the second examination, then the applicant shall not be permitted to apply for another examination until 180 days after the second examination. If the Committee deems that applicant unqualified upon the third examination, then that applicant shall not be permitted to apply until 5 years after the date of the first examination. Each application shall be accompanied by a fee.

14.6 The Administrative Judge, or a judge designated by the Administrative Judge, shall hear any complaint filed by the Committee seeking to have a Notary removed, suspended, or disciplined, after notice to the Committee and to the persons against whom the complaint is filed.

14.7 If an applicant fails to appear for an examination within 30 days of filing the application, then the Committee shall notify the applicant by mail that the application will be cancelled and the fee forfeited unless that applicant appears for examination within the next 30 days. The Committee or a judge of this Court may authorize the reimbursement of the fee.

14.8 Persons who wish to have their commission as a Notary Public renewed shall file an application for renewal with the Committee. This application shall be in writing, shall set forth the facts required by the Committee and shall be accompanied by a fee. This application shall be examined by the Committee or a member thereof. If approved, the applicant will be qualified for a renewal of the commission without examination, unless otherwise ordered by the Court.