

**Instructions for Completing  
OHIO PUBLIC DEFENDER  
CLERK OF COURT INDIGENT APPLICATION FEE REPORT**

**Reporting Period**

This is the period of time for which the data is being reported. Beginning February 20, 2007, R.C. 120.36 requires clerks to report monthly. Each report covers data from the previous month. For example, in February 2007, report data from January 2007.

**County**

Enter the appropriate county name.

**Court(s)**

Enter the names of the court(s) the report covers. e.g., "Franklin County Municipal Court", "Franklin County Court of Common Pleas", "Wadsworth Municipal Court," etc.

Clerks who service more than one court should submit a separate form for each court.

**Line A**

Enter the number of all persons who requested or were provided a state public defender, county or joint county public defender, or other counsel appointed by the court during the reporting period. Persons who initially request counsel, but subsequently withdraw their request for counsel prior to submitting a financial disclosure form/affidavit of indigency should not be assessed a fee, therefore, should not be counted in this total.

**Line B**

Enter the number of persons for whom the fee was waived by the court(s) during the reporting period.

**Line C**

Enter the total dollar value of the fees assessed during the reporting period.

**Line D**

Enter the total dollar value of the fees collected during the reporting period.

**Line E**

Enter the balance of outstanding assessed fees at the beginning of the reporting period.

For the first report, if the clerk has available the outstanding balance as of December 31, 2005, they should include it on the calendar year 2006 report (or January 2006 report for those electing to report monthly), otherwise enter \$0.00.

**Line F**

Enter the balance of outstanding assessed fees at the end of the reporting period. This figure should represent the amount of assessed fees still “on the books” as of the end of the reporting period. Therefore, the figure should not include fees that were assessed but subsequently waived.