

# —FOR IMMEDIATE RELEASE—

## HONORABLE JUDGE MALCHESKY TO SERVE AS CHAIR OF LAKE COUNTY NOTARY COMMISSION

### Change to law in Renewal Process Implemented

Contact Information:

Painesville Municipal Court

Judge Paul Malchesky

440.392.5900

Lake County Bar Association

Pam Kurt

440.516.1010

September 15th, 2021

(Painesville, Ohio) The Honorable Judge Paul R. Malchesky was appointed for 2021 to serve as Chair of the Lake County Notary Committee, by the Presiding Judge Karen Lawson of the Court of Common Pleas of Lake County. In his role as chair, Judge Malchesky will oversee the notary classes, tests and filing of complaints and violations with the Secretary of State.

Lake County Bar Association is one of the few counties in Ohio that has been designated by the Secretary of the State to administer classes and testing required for one to become a Notary. An Ohio Notary Public administers oaths required or authorized by law, takes and certifies depositions, and acknowledgments of deeds, mortgages, liens, powers of attorney, and other instruments of writing. In taking depositions, a notary public has the power that is by law vested in judges of county courts to compel the attendance of witnesses and punish them for refusing to testify.

#### **To Become a Notary Public in Ohio:**

1. You must be a resident of the State of Ohio.
2. You must be at least 18 years of age.
3. You are required to obtain a BCI criminal records check current within 6 months. The Ohio Attorney General's office ([www.ohioattorneygeneral.gov](http://www.ohioattorneygeneral.gov)) has the location of the authorized agents of the Bureau of Criminal Identification and Investigation by County that can complete this function. Have the results of the BCI sent to yourself. The code is 147.022.
4. The application fee is \$130 and includes a manual and 2 opportunities to take the exam. Payment can be made on the LCBA's website [www.lakecountyohiobar.com](http://www.lakecountyohiobar.com).
5. You must attend a 3 hour instruction class currently given by webinar and administered by the Lake County Bar Association Notary Committee.

6. You will receive a link for the class and after you have viewed it, you will be emailed a test which is returned for grading. You must receive at least 80% on the test. The new notary class and test is scheduled the 1<sup>st</sup> Friday of each month.
7. Following the class you will be emailed a certificate of completion of the 3 hour class and also a certificate showing your test score. You must electronically submit the certificate, application, background check, test score certificate, and a \$15.00 credit card payment to the Secretary of State. If the Secretary of State determines that all requirements have been met, you will receive your commission via email within a few days.
8. An additional change in the law is the process to renew. Now, you must renew before your commission expires or you will be required to retake the 3 hour class and test as a new notary. There is no grace period. To renew your commission you need to complete an 1 hour review class before your commission is renewed. You will register with the Lake County Bar Association and make a payment of \$45.00 which can be paid on the website [www.lakecountyohiobar.com](http://www.lakecountyohiobar.com). Lake County Bar Association will send you link for a webinar class to complete the process.

The Bar Association purchased Go To Webinar for virtual meetings which allowed the Bar to service applicants virtually during COVID closures and applicants in counties of Lake, Ashtabula, Cuyahoga, Geauga, Fulton, Mahoning, Trumbull, Holmes, Lucas and Knox.

The Painesville Municipal Court is a leader among Ohio Municipal Courts in the provision of justice, innovative programming, financial efficiency, service to people and protection of the public's safety. The court provides timely, fair and cost-effective disposition of all matters properly presented to the court. The court staff serves the public and fosters a friendly accessible environment, treating individuals with dignity, respect, honesty and fairness.

<https://www.painesvillemunicipalcourt-ohio.gov>

The Lake County Bar Association strives to assist in, to safeguard and to improve the administration of justice for the benefit of the Courts, of the legal profession, and of the public. It exists to advance the system of jurisprudence, to assist in, to safeguard and to improve the administration of justice for the benefit of the courts, of the legal profession, and of the public, to foster and to strengthen the relationship among the members of the bar, and between the bench, the bar and the public generally; to dignify and to enhance the position of the bar and of its members as leaders in the community; as an organization to participate in civic matters whenever the bar can contribute to the general public welfare; and aid and to stimulate all forms of legal education and to cultivate cordial relations and acquaintance among the members of the bar and to do all things necessary or incidental thereto.

<https://www.lakecountyohiobar.com>

###