



# Hamilton County LAW LIBRARY

## A Note on self-representation:

You have the right to represent yourself in any court proceeding. However, the case could have long-term consequences and you may wish to consult with an attorney to provide you advice and guidance through the process. The information provided is not legal advice and is not a substitute for advice from a licensed attorney. If you decide you would like an attorney to represent you, follow the link to a list of legal resources that may be able to provide legal advice or a referral. If you choose to represent yourself in a case, it is your responsibility to ensure that you meet all court requirements and deadlines for filing. You should research statutes, court rules and procedures pertaining to your case. You may present witnesses and evidence when it is appropriate in your case. Keep copies of all documents for your records.

## LEGAL HELP RESOURCES

The following is a general rundown of court procedures. For detailed information pertinent to your jurisdiction and venue you should consult the [Rules of Court](#) for your state and [Local Rules](#) for the venue.

## Common Definitions

**Pro Se Litigant:** Someone who is representing themselves in a court case.

**Petitioner (or Plaintiff):** The party who brings the suit in a court of law.

**Respondent (or Defendant):** The party against whom the suit is brought.

**Pleading:** Paperwork that is filed with the court in which a party to the case makes claims or presents defenses. Examples: Complaint. Answer. Answer and Counterclaim.

**Petition:** A form that requests certain action from the court.

**Notice of Appearance:** A form that tells the court who will be representing you in court.

**Summons:** A notice to the Defendant that a case has been filed against him or her, requiring that the person come to court.

**Subpoena:** An order commanding a person to provide evidence in some way, such as appearing in court to testify and/or provide documents to the court.

The Law Library is open Courthouse  
**Monday thru Friday**  
**8AM – 4 PM**

For directions, see our [website](#).

We cannot provide research by phone or email, except for governmental officials and subscribers. Please come into the library for research guidance and self-help.

In person: Hamilton County Courthouse  
1000 Main Street, 6th floor Cincinnati, Ohio  
45202.

By phone: 513.946.5300

## What resources does the Law Library have?

- Curated research guides for a variety of legal situations
- Collections of law books from multiple legal publishers

## What can the Law Library do?

- Direct you to resources for independent research
- Print requested forms or materials from digital resources
- Assist in scanning materials directly to email upon request in person

## What are Research Guides?

Research guides are starting points for researching legal topics that have been gathered from the library and other sources by the reference librarians. Subjects include name changes, landlord/tenant law, small business resources, and many more.

## Other Services Available:

- Printing – B&W / Color
- Faxing
- Copy to Email
- Library tours

There is no charge for faxing or scanning materials for email. Printing starts at .15 cents/page.

## Notice:

Library staff members do not interpret the law, provide legal advice, or explain court procedures. The information provided is not a substitute for legal advice from a licensed attorney.

## LAW LIBRARY RESEARCH GUIDES