

**IN THE COURT OF COMMON PLEAS, JUVENILE DIVISION
CLERMONT COUNTY, OHIO**

GENERAL INFORMATION REGARDING THE FILING OF A MOTION

- The filing fee of \$100.00 is required at the time of filing. The payment can be cash, personal check, or a money order. **FILING FEES ARE NON-REFUNDABLE.**
- All information on the attached forms must be completed in full. **PLEASE REMEMBER TO COMPLETE THE PAGE ENTITLED “REQUEST FOR SERVICE”.** Your complaint will not be processed until this form is completed.
- You may type, print, or clearly write the information on the forms.
- **YOUR PAPERWORK CAN NOT BE PROCESSED IF WE DO NOT HAVE COMPLETE AND CURRENT ADDRESSES FOR ALL PARTIES. THE COURT WILL IN NO WAY PROVIDE YOU WITH AN ADDRESS FOR THE OTHER PARTY.**
- The paperwork can be completed and turned in or you may take it with you and return it by mail.
- If you send the paperwork by mail, your signatures must be notarized and you must return it along with the \$100.00 filing fee in the form of money order or personal check made payable to “Clermont County Juvenile Court”. The address to send paperwork to is:

Clermont County Juvenile Court
Attention: Clerk’s Office
2340 Clermont Center Drive, Suite 100
Batavia, Ohio 45103-1958

- Once your paperwork has been processed, you will be notified by mail of the date and time of your hearing. If your hearing notice is returned marked “undeliverable as addressed” and you have not notified the Court of your new address, in writing, the motion may be dismissed without further action.
- If the hearing notice which has been sent to the other party is returned to the Court marked “undeliverable as addressed”, you will be contacted by the Court for a new address. It is your responsibility to provide a good address in writing to the Court as soon as possible. If you fail to provide a good address, and the motion has not been served at the time of hearing and the other party does not appear at the hearing, the motion may be dismissed without further action.
- The staff at Juvenile Court is not permitted to give you legal advice. Examples of legal advice are:
 - What should I do?
 - What are my rights?
 - What will the Magistrate or Judge do?
 - Can I take the child from the other parent?

If you want legal advice you must contact an attorney. If you need help in finding an attorney you may contact the Lawyer Referral Service at (513) 732-2050.

If you have questions about our procedures, you may contact Teresa at (513) 732-7155.

**IN THE COURT OF COMMON PLEAS, JUVENILE DIVISION
CLERMONT COUNTY, OHIO**

CASE NO. _____

Plaintiff

MOTION

vs.

Defendant

Name(s) of child(ren) involved in this case: _____

Now comes _____
(name & relationship to child(ren)) and requests the Court to:

Please check only one box per form

- Modify Child Support**
- Terminate Child Support**
- Reduce or Eliminate Back Child Support/Child Support Arrearage**
- Establish Back Child Support**
- Order Genetic Testing**
- Award Tax Exemption**
- Issue a contempt order for non-payment of child support**
- Issue a contempt order for non-payment of medical or other expenses**
- Other (state in a few words what you want the court to do)** _____

AFFIDAVIT

Petitioner, having been duly sworn, deposes and says that the allegations in the foregoing complaint are true.



Petitioner (Your Signature)

Subscribed and duly sworn to before me according to law, by the above named Petitioner, this _____
day of _____, 20____, County of Clermont, State of Ohio.

Notary Public/Deputy Clerk

IN THE COURT OF COMMON PLEAS, JUVENILE DIVISION
CLERMONT COUNTY, OHIO

CASE NO. _____

IN RE: _____
(please list _____
child/ren's _____
names _____)

REQUEST FOR SERVICE

INSTRUCTIONS TO THE CLERK

(Your complaint/motion will not be processed unless this form is completed)

Please serve the foregoing Motion by certified mail service/personal service on all parties on this case at the addresses listed below.

FOLLOWING ADDRESSES ARE MANDATORY

Please include apartment numbers, lot numbers, etc.

Plaintiff's Name

Defendant's Name

Plaintiff's Street Address

Defendant's Street Address

Plaintiff's City, State and Zip

Defendant's City, State and Zip

Plaintiff's Telephone Number

Defendant's Telephone Number

Legal Custodian's Name

Defendant's Name

Legal Custodian's Street Address

Defendant's Place of Employment

Legal Custodian's City, State and Zip

Defendant's Employment Street Address

Legal Custodian's Telephone Number

Defendant's Employment City, State and Zip

ADDITIONAL PARTIES REQUESTED TO BE NOTIFIED

Name & Relationship to Child(ren)

Name & Relationship to Child(ren)

Street Address

Street Address

City, State and Zip

City, State and Zip

Telephone Number

Telephone Number



Petitioner's Signature

Street Address

City, State and Zip

Petitioner's Telephone Number