

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

**GENERAL INFORMATION REGARDING THE FILING OF A MOTION**

- **The filing fee of \$150.00 is required at the time of filing. The payment can be cash, personal check, or a money order. FILING FEES ARE NON-REFUNDABLE. There is no charge if you are filing objections.**
- **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 \$150.00 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 complaint/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 complaint/motion has not been served at the time of hearing and the other party does not appear at the hearing, the complaint/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.**



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

IN THE MATTER OF:

\_\_\_\_\_

A Minor

\_\_\_\_\_

Name

Case No. \_\_\_\_\_

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State and Zip Code

Plaintiff

vs.

\_\_\_\_\_

Name

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State and Zip Code

Defendant

**WARNING: This form is not a substitute for the benefit of the advice of legal counsel.  
It is highly recommended that you consult an attorney.**

**Instructions:** This form is used when you want to request documents to be served on the other party. You must indicate the requested method of service by marking the appropriate box. The Court may require additional forms to accompany this document. You must check the requirements of the county in which you file. **YOU MUST UPDATE THE CLERK OF COURTS IF ANY OF THE ABOVE CONTACT INFORMATION CHANGES.**

**REQUEST FOR SERVICE**

TO THE CLERK OF COURT:

Please serve the Summons, Complaint, Parenting Affidavit, Affidavit of Basic Information, Income and Expenses and Health Insurance Affidavit that I have filed upon the individuals set forth below by certified mail unless personal service is requested.

Please serve by personal service through the Sheriff of \_\_\_\_\_ Clermont County, OH

Other \_\_\_\_\_

Special Instructions to Sheriff: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

COURT OF COMMON PLEAS  
JUVENILE DIVISION  
CLERMONT COUNTY OHIO

**FOLLOWING ADDRESSES ARE MANDATORY**  
**Please include apartment numbers, lot numbers, etc.**

\_\_\_\_\_  
Plaintiff Name

\_\_\_\_\_  
Defendant Name

\_\_\_\_\_  
Plaintiff Street Address

\_\_\_\_\_  
Defendant Street Address

\_\_\_\_\_  
Plaintiff City, State and Zip

\_\_\_\_\_  
Defendant City, State and Zip

\_\_\_\_\_  
Plaintiff Telephone Number

\_\_\_\_\_  
Defendant Telephone Number

\_\_\_\_\_  
Plaintiff Email Address

\_\_\_\_\_  
Defendant Email Address

\_\_\_\_\_  
Defendant Place of Employment

\_\_\_\_\_  
Legal Custodian's Name

\_\_\_\_\_  
Defendant Employment Street Address

\_\_\_\_\_  
Legal Custodian's Street Address

\_\_\_\_\_  
Defendant Employment City, State and Zip

\_\_\_\_\_  
Legal Custodian's City, State and Zip

\_\_\_\_\_  
Legal Custodian's Telephone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Attorney or Self-Represented Party Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Supreme Court Reg. No. of Attorney