

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

GENERAL INFORMATION REGARDING FILING FOR A MODIFICATION OF
CUSTODY OR VISITATION ORDER MADE BY THIS COURT IN CASES WHERE
CHILDREN SERVICES IS INVOLVED

- All information on the attached forms must be completed in full.
- You may type, print, or clearly write the information on the forms.
- If you are not already a party (mother, father and current legal custodian are examples of parties to a case), you must complete the Motion to Intervene which is included in this packet. The Motion to Intervene must be granted before the modification motion can be scheduled for hearing.
- YOUR PAPERWORK CAN NOT BE PROCESSED IF WE DO NOT HAVE COMPLETE AND CURRENT ADDRESSES FOR ALL PARTIES. THE COURT WILL IN NOT PROVIDE YOU WITH AN ADDRESS FOR ANY PARTY.
- The paperwork can be completed and turned in at the window OR you may take it with you and return it by mail.
- If you send the paperwork by mail, your signatures must be notarized. The address to send paperwork to is:

Clermont County Juvenile Court
Attention: Danielle
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, then your motion may be dismissed.
- If the hearing notice which has been sent to any 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.

- 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 as you are completing the packet, please contact:

Danielle at (513) 732-7217
Fax Number – (513) 732-7695

THE CLERK'S OFFICE AT CLERMONT COUNTY JUVENILE COURT IS NOT ALLOWED TO GIVE YOU LEGAL ADVICE.

PLEASE CONTACT AN ATTORNEY IF YOU HAVE LEGAL QUESTIONS.

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

In the Matter of:

Case No. _____

Minor child

MOTION TO INTERVENE

Now comes _____
and respectfully moves the Court to intervene as a party in the within action. Movant represents that intervention is in the best interest of the minor child.

Movant states as follows:

1. There is a specific relationship to the child (for example, grandparent, step grandparent, aunt or uncle; family friend, etc.). Movant's relationship is as follows: _____

2. The child has has not lived with you at any time during the past 12 months. Movant represents that child never lived with movant or child lived with movant from _____ to _____
3. Movant represents that day to day care of the child was was not provided by movant at any time in the last twelve (12) months. Day to day care provided consisted of the following:

4. Movant further states the following reasons why intervention should be granted:

Wherefore, movant requests the Court grant the motion to intervene as a party in the within action.

Respectfully submitted by:

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

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

In the Matter of:

List minor child

Case No. _____

Judge James A. Shriver

Magistrate _____

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 to request custody of a child who is currently in the temporary custody of the Clermont County Department of Job a Family Services, Children Protective Services Division. A Request for Service and a Parenting Proceeding Affidavit must be filed with this Motion. 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 YOUR CONTACT INFORMATION CHANGES.

MOTION REQUESTING LEGAL CUSTODY

1. I/We, _____ (Name), petition this Court for an order granting legal custody of the following child:

Name of Child

Date of Birth

2. The minor child is in the temporary custody of the Clermont County Department of Job a Family Services, Children Protective Services Division

3. The Mother of the minor child is _____

4. The Father of the minor child is _____

a. Paternity:

_____ Has been established by genetic testing, court order, or acknowledgement of paternity signed by the parents. The father's name _____ is _____ is not on the birth certificate.

_____ Has not been established.

5. It is in the best interest of the minor child to be placed in the legal custody of the Petitioner(s) for the following reasons:

6. Petitioner(s) respectfully requests that the Court award legal custody to the Petitioner(s)
7. I represent that the information set forth above is true.
8. I hereby authorize the Court to perform a check of the Central Registry of Abuse, Neglected and Dependency as well as a background check.
9. Petitioner requests that the Court order the following: *(check all that apply)*
 - Assessing reasonable attorney fees;
 - Assessing court costs of the proceedings; and any further relieve deemed proper.

Attorney or Self-Represented Party Signature

Attorney or Self-Represented Party Signature

Printed Name – Movant 1

Printed Name – Movant 2

Address

Address

City, State and Zip

City, State and Zip

Telephone Number

Telephone Number

Fax Number

Fax Number

Email Address

Email Address

Supreme Court Reg. No. (if any)

Supreme Court Reg. No. (if any)

3. Participation in custody proceeding(s): (X only one)

- I HAVE NOT** participated as a party, witness, or in any capacity in any **other** litigation, in this or any other state, concerning the allocation, between the parents of the same child, of parental rights and responsibilities for the care of the child including any designation of parenting time rights and the designation of the residential parent and legal custodian of the child or that otherwise concerned the custody of or visitation (parenting time) with the same child subject to this proceeding.
- I HAVE** participated as a party, witness, or in any capacity in any other litigation, in this or any other state, concerning the allocation, between the parents of the same child, of parental rights and responsibilities for the care of the child including any designation of parenting time rights and the designation of the residential parent and legal custodian of the child or that otherwise concerned the custody of or visitation (parenting time) with the same child subject to this proceeding.

Explain:

- a. Name of each child: _____
- b. Type of proceeding: _____
- c. Court and State: _____
- d. Date of Court Order or Judgment (if any): _____

- Information on additional custody cases are listed on a separate page and attached

4. Information about custody preceding(s): (X only one)

- I HAVE NO INFORMATION** of any proceedings that could affect the current proceeding, including any proceedings for enforcement of child custody determinations, proceedings relating domestic violence or protection orders, proceedings to adjudicate the child as an abused, neglected, or dependent child, proceedings seeking termination of parental rights, and adoptions, and, if so, the court, the case number, and the nature of the proceeding
- I HAVE THE FOLLOWING INFORMATION** of any proceedings that could affect the current proceeding, including any proceedings for enforcement of child custody determinations, proceedings relating domestic violence or protection orders, proceedings to adjudicate the child as an abused, neglected, or dependent child, proceedings seeking termination of parental rights, and adoptions, and, if so, the court, the case number, and the nature of the proceeding

Explain:

- a. Name of each child: _____
- b. Type of proceeding: _____
- c. Court and State: _____
- d. Date of Court Order or Judgment (if any): _____

- Information on additional custody cases are listed on a separate page and attached

5. Information about criminal case(s):

List all of the criminal convictions, including guilty pleas, for you and the members of your household for the following offenses: any criminal offense involving acts that resulted in a child being abused or neglected; any domestic violence offense that is a violation of R.C. 2919.25; any sexually oriented offense as defined in R.C. 2950.01; and any offense involving a victim who was a family or household member at the time of the offense and caused physical harm to the victim during the commission of the offense.

NAME	CASE NUMBER	COURT/STATE/COUNTY	CONVICTED OF
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

6. **Persons not a party to this proceeding: (X only one)**

- I DO NOT KNOW OF ANY PERSON** not a party to this proceeding who has physical custody or claims to have custody or visitation rights with respect to any child subject to this proceeding.
- I KNOW THAT THE FOLLOWING NAMED PERSON(S)** not a party to this proceeding has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this proceeding:
- a. Name and address of person: _____

 has physical custody claims custody rights claims visitation rights
Name of each child: _____
- b. Name and address of person: _____

 has physical custody claims custody rights claims visitation rights
Name of each child: _____

7. **Knowledge of prior child support proceedings: (X only one)**

- The child described in this affidavit is **NOT** subject to existing child support order(s) in this or any state or territory.
- The child described in this affidavit **IS** subject to the following existing child support order(s):
- Explain:
- a. Name of each child: _____
- b. Type of proceeding: _____
- c. Court and State: _____
- d. Date of Court Order or Judgment (if any): _____
- e. Amount of child support paid and by whom: _____

8. **I acknowledge that I have a continuing duty to advise this Court of any custody, visitation, child support, or guardianship proceeding (including dissolution of marriage, child neglect, or dependency) concerning the child(ren) in this state or any other state about which information is obtained during this proceeding.**

OATH OR AFFIRMATION

I, _____ (name) swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete. I understand that if I do not tell the truth, I may be subject to criminal charges including perjury with criminal penalties.

Date

Your Signature

STATE OF OHIO

COUNTY OF CLERMONT COUNTY

Sworn to or affirmed before me by _____
this _____ day of _____, 20____.

Signature of Notary Public/Deputy Clerk

Printed Name of Notary Public/Deputy Clerk

Commission Expiration Date:

(Affix Notary Seal here)

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

In the Matter of:

List minor child

Case No. _____

Judge James A. Shriver

Magistrate _____

**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 documents that I have filed upon the individuals set forth below by:

- Certified Mail
- Sheriff of _____ County, Ohio by personal service
- Other _____

CLERMONT COUNTY JUVENILE COURT
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

Email Address

Email Address

Defendant's Place of Employment

Legal Custodian's Name

Defendant's Employment Street Address

Legal Custodian's Street Address

Defendant's 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. (if any)

INFORMATION PROVIDED IS FOR COURT USE ONLY
IN THE COURT OF COMMON PLEAS, JUVENILE DIVISION
CLERMONT COUNTY, OHIO

INFORMATION NEEDED FOR ABUSE/NEGLECT/DEPENDENCY CASES
FILL OUT ALL INFORMATION COMPLETELY

Date _____

1. Your name: _____ DOB: _____
SS#: _____
Your address: _____
Your telephone number: Home: _____ Work: _____
Cell: _____
Your relationship to child: _____

2. Name of child: _____

DOB of child: _____
Present address of child: _____
Who does the child currently live with/relationship: _____

3. Mother's name: _____ DOB: _____
SS#: _____
Address: _____

Telephone number: Home: _____ Work: _____
Cell: _____

4. Father's name: _____ DOB: _____
SS#: _____
Address: _____

Telephone number: Home: _____ Work: _____
Cell: _____

5. Legal Custodian's name: _____ DOB: _____
SS#: _____
Address: _____

Telephone number: Home: _____ Work: _____
Cell: _____