

**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'S SERVICES IS INVOLVED**

- All information on the attached forms must be completed in full.
- You may type, print, or clearly write in ink the information on the forms.
- If you are not a party (mother, father and current custodian are examples of parties to a case), you must complete the Motion to Intervene which is included in this packet.
- **YOUR PAPERWORK CAN NOT BE PROCESSED IF WE DO NOT HAVE COMPLETE AND CURRENT ADDRESSES FOR ALL PARTIES.**
- The paperwork can be completed on-line or you can obtain it in person and turn in at the window or you may take it with you and return it by mail or drop off.
- If you send the paperwork by mail, your signatures must be notarized. The mailing address is:

Clermont County Juvenile Court
Attention: Brittany
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.

If you have questions as you are completing the packet, please contact:

**Brittany at (513) 732-7467
Fax Number – (513) 732-7695**

**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

CASE NO. _____

IN RE:

Minor Child

MOTION

Now comes _____
(name & relationship to child(ren)) and requests that the Court issue an Order for the following:

- Modification of Custody – Please explain modification requested _____

- Modification of Visitation – Please explain modification requested _____

- Other _____

for the following reasons: _____

AFFIDAVIT

Petitioner, having been duly sworn, deposes and says that the allegations in the foregoing motion are true. As evidenced by my signature below, I hereby authorize the Court to perform a check of the Central Registry of Abuse, Neglect and dependency and a criminal background check.

Petitioner



For Court Use Only

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

**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, Motion to Intervene and the Motion 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

**COURT OF COMMON PLEAS, JUVENILE DIVISION
CLERMONT COUNTY, OHIO
INFORMATION NEEDED FOR PATERNITY/CUSTODY/SHARED PARENTING/
PARENTING PLAN/VISITATION CASES
FILL OUT ALL INFORMATION COMPLETELY – INFORMATION FOR COURT USE ONLY**

Date _____

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

2. **Name of child/children:** _____

DOB of child/children: _____

Present address of child/children: _____

Who does the child currently live with/relationship: _____

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

Telephone number: Home: _____ **Work:** _____
Cell: _____
Email Address: _____

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

Telephone number: Home: _____ **Work:** _____
Cell: _____
Email Address: _____

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

Telephone number: Home: _____ **Work:** _____
Cell: _____
Email Address: _____

6. **Have you and/or either natural parent ever been involved in any other custody case in any Court? If yes, specify Court and reason:** _____
