

**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 Re:

Case No. _____

MOTION

List Minor Child(re)

Plaintiff

vs.

Defendant

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

Your Signature

Your Printed Name

**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