

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

IN THE COURT OF COMMON PLEAS, JUVENILE DIVISION  
CLERMONT COUNTY, OHIO  
INFORMATION NEEDED FOR CUSTODY/VISITATION CASES  
FILL OUT ALL INFORMATION COMPLETELY  
INFORMATION FOR COURT USE ONLY

Date \_\_\_\_\_

1. Your name: \_\_\_\_\_ DOB: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Your Street Address: \_\_\_\_\_  
Your City, State and Zip \_\_\_\_\_  
Your Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email Address: \_\_\_\_\_  
Your relationship to child: \_\_\_\_\_
  
2. Name of child/children: \_\_\_\_\_  
\_\_\_\_\_  
DOB of child/children: \_\_\_\_\_  
\_\_\_\_\_  
Present Street Address of Child/Children: \_\_\_\_\_  
Present City, State and Zip of Child/Children: \_\_\_\_\_  
Who does the child currently live with/relationship: \_\_\_\_\_  
\_\_\_\_\_
  
3. Natural Mother's name: \_\_\_\_\_ DOB: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
4. Natural Father's name: \_\_\_\_\_ DOB: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_
  
5. Legal Custodian's name: \_\_\_\_\_ DOB: \_\_\_\_\_  
SS#: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State and Zip \_\_\_\_\_  
Telephone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_