

ADAMS COUNTY JUVENILE COURT FILING PRO SE

What does filing “pro se” mean?

- You complete the forms that the Court provides without an attorney or any help from any Court personnel.
- You represent yourself in court without an attorney.

Will the Court give me an attorney after I file?

- **NO** – the Court will NOT give you an attorney on private civil matters (such as custody, support, visitation or paternity).

What if I have legal questions?

- You should contact an attorney. If you cannot afford an attorney, you may contact the Adams County Bar Association or Southeastern Ohio Legal Services at 1-800-837-2508.
- You may also review the Court’s Local Rules online at www.adamscountyoh.com under Legal Documents and License.

Can Court Staff help me fill out the forms?

- **NO** – it is against the law and court policy for any staff to answer your legal questions or give you any legal advice.
- The Ohio Revised Code Sections 2101.41 and 2101.99 states: The Judge, Magistrate and deputy clerks are prohibited by law from giving legal advice or assistance in preparing forms or other matters that come before the Court.
- Gov. Bar Rule VII is built on the premise that limiting the practice of law to licensed attorneys is generally necessary to protect the public against incompetence, divided loyalties and other attended evils that are often associated with unskilled representation.

Will the Court make copies of my packet for me?

- **NO** – you are acting as your own attorney. Like the attorneys, you must provide the required number of copies. You must provide copies for all parties involved.

When representing yourself, you MUST realize there are some risks involved that may not work in your best interest. Those risks include:

- Not having a full understanding of the law and Court procedures
- Not being prepared appropriately
- Not knowing what you want the Court to do for you

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

Filing fee is required at time of filing. Payment can be cash or money order.

Motions filed in existing cases must be accompanied by a deposit, unless the case is not presently closed.

Directions for filing Complaint for Custody, Visitation and/or Support

ALL FORMS MUST BE COMPLETED (PLEASE PRINT CLEARLY)

COMPLAINT:

1. At the top of form where it says "IN RE:", print the child's full name and date of birth.
2. You are the person requesting the Court to take action. You are the Plaintiff/Petitioner. Print your name where it says "Plaintiff/Petitioner".
3. Print the name of the person who currently has legal custody of the child on line marked "Defendant/Respondent". Under "3rd Party Respondent", put in the name of any other person that has legal custody of the child.
4. Leave the case number blank.
5. Answer all questions.
6. You must have your ID and sign in front of a Notary Public prior to filing papers with Juvenile Court. (Notary unavailable in Juvenile Court).

INFORMATION SHEET:

1. Please enter date and fill out all information accurately, completely and honestly.

CHILD CUSTODY AFFIDAVIT:

1. At the top of the form where it says "IN RE:", print the child's full name and write the child's date of birth.
2. Leave the case number blank.
3. Answer questions completely and truthfully. Be sure to include city, state and zip code when appropriate.
4. You must have your ID and sign in front of a Notary Public prior to filing papers with Juvenile Court. (Notary unavailable in Juvenile Court).

NOTICE OF SEMINAR FOR SEPARATING PARENTS:

1. You are the "Plaintiff/Petitioner". Put your name in all places marked "Plaintiff/Petitioner" and include address, city and zip code of current address.
2. Print the name of the person who currently has legal custody of the child by "Defendant/Respondent" and include address, city and zip code of current address.
3. Do not fill out the bottom portion of form. The Court will submit form to the appropriate agency.
4. Grandparents are not required to attend seminars.
5. Separating Parents Seminar needs to be attended and completed prior to hearing.

MOTION:

1. Print your name in Plaintiff/Petitioner and print the Defendant/Respondent's name on the line Defendant/Respondent".
2. Leave case number blank.
3. Answer questions completely and truthfully.
4. You must have your ID and sign in front of a Notary Public prior to filing papers with Juvenile Court. (Notary unavailable in Juvenile Court).

MAGISTRATE'S ORDER WITH HEARING NOTICE:

1. At the top of page, print the child's name where it says "IN RE:" and enter the child's date of birth.
2. Print your name in Plaintiff/Petitioner and print the Defendant/Respondent's name on the line Defendant/Respondent".
3. Leave the case number blank.
4. Check mark the appropriate box.
5. Leave the hearing information blank for the Court to fill out.

INSTRUCTIONS FOR SERVICE:

1. At the top of page, print the child's name where it says "IN RE: "and put the child's date of birth.
2. Print your name in Plaintiff/Petitioner and print the Defendant/Respondent's name on the line "Defendant/Respondent".
3. Leave case number blank.
4. In the blank lines after "Please issue service to", you need to write name, address, city, state and zip code of the Plaintiff/Petitioner and any other person listed as the Defendant/Respondent.
5. Please choose the correct instructions for service. With a new filing you will need the 28 day summons instructions. If filing a motion you will need instructions for motion/hearing notice. If you have been found in contempt of court you will need the contempt instructions.
6. Check regular mail, certified mail, sheriff service or specify other service.

- a). All Respondents must be either served personally or through residential service with the complaint and other documents.
- b). When the certified mail is returned to the Court (it was not delivered to a party), they will send you notification as to the outcome of the service.
 - * If the service is returned with a bad address you will need to find the correct address and re-issue the Complaint and other documents through certified mail.
 - * If the service is “unclaimed” you will need to go to the Courts and re-issue service through regular mail with certificate of mailing.
 - * There will be additional charges if there is a re-issue of service. If you do not take the steps to make sure the other party has legal service, your case could be dismissed.

AFFIDAVIT OF INABILITY TO PREPAY COST:

1. At the top of page, print the child’s name where it says “IN RE:” and write child’s date of birth.
2. Place your name on the blank line on the first sentence.
3. You must have your ID and sign in front of a Notary Public prior to filing papers with Juvenile Court. (Notary unavailable in Juvenile Court).
4. By signing this affidavit you are stating that you have no liquid assests.

CONSENT TO PLACEMENT; WAIVER OF SERVICE AND NOTICE OF HEARING:

1. At the top of the form where it says “IN RE:”, print the child’s full name and write the child’s date of birth.
2. Answer questions completely and truthfully. Be sure to include city, state and zip code when appropriate.
3. You must have your ID and sign in front of a Notary Public prior to filing papers with Juvenile Court. (Notary unavailable in Juvenile Court).

(This form is used only when Defendants/Respondents are in agreement with custody, visitation or support)

IN THE COMMON PLEAS COURT, JUVENILE DIVISION

ADAMS COUNTY, OHIO

IN RE:

Case No. _____

Child's Name _____

Child's Date of Birth _____

COMPLAINT
(Check mark any that applies)

Plaintiff / Petitioner

CUSTODY

VS.

VISITATION

SUPPORT

OTHER _____

Defendant / Respondent

3rd Party Respondent

.....
PLEASE ANSWER THE FOLLOWING QUESTIONS

1. What is your relationship to this child?

2. If you are not the child's natural parent, where are the child's parents?

Mother's Name: _____

Address: _____

City, State, Zip: _____

Telephone No: _____

Father's Name: _____

Address: _____

City, State, Zip: _____

Telephone No: _____

3. Who has legal custody of this child? (Who does the law recognize as the child's legal custodian?)

4. How was this legal custody determined?

5. Who does the child live with and for how long?

6. If the child lives with you, how did the child come to live with you?

7. Besides wanting custody / visitation / modification of support, what else would you like the Court to do for you in regards to this child?

8. Why do you want this? Why did you file this petition?

9. Has any other court (for example, Domestic Relations Court) made any decision or orders in regard to this child (include child support orders)?

10. If yes to the last question, what decision / order was made?

11. The child should be in my custody or visit with me, or support should be modified because:

REQUEST FOR HEARING

To the Clerk:

A hearing is requested at the Court's earliest convenience.

WHEREFORE, the Plaintiff/Petitioner requests this Court to grant an award of Custody / Visitation / Support Modification of said minor pursuant to Ohio Revised Code Titles 21 and 31, and for other relief as may be necessary.

Your Signature

Your Printed Name

Sworn to and signed in my presence this _____ day of _____, _____.

Notary Public

Notary Commission Expires: _____

ADAMS COUNTY JUVENILE COURT INFORMATION SHEET

Please complete the following information. You do not need to make copies of this page. This page will allow the Court to have needed demographic information without it being released to the other parties on your case.

This information will be used for the Court only.

Date _____

- Your Name: _____ DOB: _____
SS# _____
Your Address: _____
Phone Numbers: Home: _____ Work: _____
Cell: _____
Your relationship to child: _____
- Name of child/children: _____
DOB of child/children: _____
SS# of child/children: _____
Present address of child/children: _____
Who does the child currently live with and what is the relationship between them: _____
- Natural Mother's name: _____ DOB: _____
SS#: _____
Address: _____
Phone Numbers: Home: _____ Work: _____
Cell: _____
- Natural Father's name: _____ DOB: _____
SS#: _____
Address: _____
Phone Numbers: Home: _____ Work: _____
Cell: _____

• **Additional Party**

Circle the party's role: **Petitioner/Plaintiff** or **Respondent/Defendant**

Name: _____ DOB: _____

SS#: _____

Address: _____

Phone Numbers: Home: _____ Work: _____

Cell: _____

Your relationship to child: _____

• **Additional Party**

Circle the party's role: **Petitioner/Plaintiff** or **Respondent/Defendant**

Name: _____ DOB: _____

SS#: _____

Address: _____

Phone Numbers: Home: _____ Work: _____

Cell: _____

Your relationship to child: _____

• **Additional Party**

Circle the party's role: **Petitioner/Plaintiff** or **Respondent/Defendant**

Name: _____ DOB: _____

SS#: _____

Address: _____

Phone Numbers: Home: _____ Work: _____

Cell: _____

Your relationship to child: _____

• **Additional Party**

Circle the party's role: **Petitioner/Plaintiff** or **Respondent/Defendant**

Name: _____ DOB: _____

SS#: _____

Address: _____

Phone Numbers: Home: _____ Work: _____

Cell: _____

Your relationship to child: _____

IN THE COURT OF COMMON PEAS
JUVENILE DIVISION
ADAMS COUNTY, OHIO

CASE NO. _____

PLAINTIFF/PETITIONER

Vs.

MOTION

DEFENDANT/RESPONDENT

Name(s) of child(ren) involved in this case:

Now comes _____

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

- | | |
|---|---|
| <input type="checkbox"/> Custody | <input type="checkbox"/> Modification of Custody |
| <input type="checkbox"/> Visitation | <input type="checkbox"/> Modification of Visitation |
| <input type="checkbox"/> Shared Parenting | <input type="checkbox"/> Modification of Shared Parenting |

Other _____

(I understand that if I am filing for Shared Parenting that I must file a Shared Parenting Plan with the Court and serve all parties with it no later than 30 days prior to the Court Hearing or my request may be denied)
for the following reasons: _____

REQUEST FOR HEARING

To the Clerk:

A hearing is requested at the Court's earliest convenience.

AFFIDAVIT

Plaintiff/Petitioner, having been duly sworn, deposes and says that all allegations in the foregoing motion are true.

Plaintiff/Petitioner

Subscribed and duly sworn to before me according to law, by the above Plaintiff/Petitioner, this _____ day of _____, 20____, County of Adams, State of Ohio.

Notary Public / Deputy Clerk

IN THE COURT OF COMMON PEAS
JUVENILE DIVISION
ADAMS COUNTY, OHIO

IN RE:

Child's Name _____

Child's Date of Birth _____

Plaintiff / Petitioner

CASE NO. _____

NOTICE OF HEARING

Defendant / Respondent

This matter will be set for hearing on _____,

at _____ AM / PM on the foregoing petition for custody /

visitation and/or support. The hearing will be held at the Adams County Juvenile Court, 110 West Main Street, Courthouse, West Union, Ohio 45693.

IT IS SO ORDERED.

Approved: _____

James W. Schlueter, Magistrate

**IN THE COURT OF COMMON PEAS
JUVENILE DIVISION
ADAMS COUNTY, OHIO**

IN RE:

Child's Name _____

Child's Date of Birth _____

CASE NO. _____

Plaintiff/Petitioner

MAGISTRATE'S ORDER

Defendant/Respondent

On the Complaint/Motion filed by Plaintiff / Defendant / Other for:

(Please check the appropriate box)

- Custody
- Establishment of Child Support
- Termination of Child Support/Arrears
- Paternity
- Visitation
- Change of Custody
- Modification of Child Support
- Modification of Visitation
- Contempt of _____
- Other _____

Hearing shall be assigned for _____, 20__ at
_____ m.

To the Clerk: Serve a copy of this Magistrate's Order on parties and counsel of record according to the Civil Rules of Procedure.

JAMES W. SCHLUETER, MAGISTRATE

If you object to this Order, a written motion to set aside this Order must be filed within ten days of the filing of the Order. The motion must comply with Civ. R. 53(D)(2)(b) or the corresponding Juvenile Rule of Procedure 40 (D)(2)(b). The Filing of a Motion to set aside does not stay the Order so made according to Civ. R. 53 and Juv. R. 40

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

NOTICE OF SEMINAR FOR SEPARATING PARENTS

To: _____

Name

Address

DATE: _____

CASE NO. _____

PLAINTIFF/PETITIONER

ATTORNEY FOR PLAINTIFF/PETITIONER

VS

DEFENDANT/RESPONDENT

ATTORNEY FOR DEFENDANT/RESPONDENT

In compliance with the Rules of this Court, you are hereby required to attend a
SEMINAR FOR SEPARATING PARENTS on _____, 20____
at _____ .M.. This seminar will be held at _____
_____.

The duration of the seminar is approximately _____.

Children, significant others, relatives and/or friends are NOT to attend seminar.

Special assistance is available to disabled individuals. Please notify us in advance of any special needs. For those individuals not conversant in English, please notify us in advance for special instructions.

If you have any further questions please call: FAMILY DIVORCE SERVICES at 513-234-3999, Monday through Friday between 8:00 A.M. and 4:00 P.M..

BRING THIS NOTICE WITH YOU

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

INSTRUCTIONS FOR SERVICE:

IN RE:

Child's Name _____ CASE NO. _____

Child's Date of Birth _____

Petitioner / Plaintiff

REQUEST FOR SERVICE

Respondent / Defendant

LIST ALL DOCUMENTS TO BE SERVED:

Serve all documents and a 28 day summons

PLEASE ISSUE SERVICE TO:

Name: _____

Address: _____

VIA: _____ Regular Mail
 _____ Certified Mail, Return Receipt Requested
 _____ Issuance to Sheriff _____ County, Ohio (Residential or Personal)
 _____ Other: Specify _____.

Name: _____

Address: _____

VIA: _____ Regular Mail
 _____ Certified Mail, Return Receipt Requested
 _____ Issuance to Sheriff _____ County, Ohio (Residential or Personal)
 _____ Other: Specify _____.

Name: _____

Address: _____

VIA: _____ Regular Mail
 _____ Certified Mail, Return Receipt Requested
 _____ Issuance to Sheriff _____ County, Ohio (Residential or Personal)
 _____ Other: Specify _____.

Your Name: _____ Date: _____

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

INSTRUCTIONS FOR SERVICE:

IN RE:

Child's Name _____ CASE NO. _____

Child's Date of Birth _____

Petitioner / Plaintiff

REQUEST FOR SERVICE

Respondent / Defendant

LIST ALL DOCUMENTS TO BE SERVED:

Serve all documents and a summons for contempt

PLEASE ISSUE SERVICE TO:

Name: _____

Address: _____

VIA: _____ Regular Mail
_____ Certified Mail, Return Receipt Requested
_____ Issuance to Sheriff _____ County, Ohio (Residential or Personal)
_____ Other: Specify _____

////////////////////////////////////
Name: _____

Address: _____

VIA: _____ Regular Mail
_____ Certified Mail, Return Receipt Requested
_____ Issuance to Sheriff _____ County, Ohio (Residential or Personal)
_____ Other: Specify _____

////////////////////////////////////
Name: _____

Address: _____

VIA: _____ Regular Mail
_____ Certified Mail, Return Receipt Requested
_____ Issuance to Sheriff _____ County, Ohio (Residential or Personal)
_____ Other: Specify _____

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Your Name: _____ Date: _____

**IN THE COURT OF COMMON PEAS
JUVENILE DIVISION
ADAMS COUNTY, OHIO**

IN RE: _____

Child's Name

CASE NO. _____

Child's Date of Birth _____

**CONSENT TO PLACEMENT;
WAIVER OF SERVICE AND
NOTICE OF HEARING**

1. I am the _____ of the minor child _____.
(relationship to child)
2. I consent to _____ having custody of my child subject to my
(name or names)
right to reasonable and standard visitation as I believe it would be in the best interest of
my child.
3. I am voluntarily making this consent.
4. There has never been any other court proceeding regarding the custody of this child.
5. I acknowledge that my child is presently living with _____
at _____.
6. I waive service of summons and notice of hearing upon me; I have received a copy of
the Complaint for Custody regarding my child.

Signature

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

My commission expires: _____

**IN THE COURT OF COMMON PEAS
JUVENILE DIVISION
ADAMS COUNTY, OHIO**

IN RE: _____

Case No. _____

Child's Name

Child's Date of Birth

**AFFIDAVIT OF INABLILITY TO
PREPAY COSTS**

I, _____, being first duly cautioned and sworn, depose and state:

1. That I am a party in interest of the above-captioned action; that I have a meritorious cause of action but am unable to give security or cash deposit to secure costs.
2. That I am unable to afford the hiring of an attorney to represent me in this matter.
3. That I have no liquid assests.

Plaintiff / Petitioner

Sworn to before me and subscribed in my presence this _____, day of _____, _____.

Notary

My commission expires