

JUVENILE COURT – PRO SE FILING INSTRUCTIONS

IMPORTANT DISCLAIMER

Court staff and Clerk’s Office personnel are not attorneys and cannot provide legal advice. Staff may assist with procedural information only and cannot advise you on what to file, how to present your case, or interpret the law. If you have questions, you should consult with an attorney.

REQUIRED FOR FILING

This packet includes three (3) required documents:

- Complaint/Motion
- Custody Affidavit
- Application for Child Support Services (IV-D Application)

*All forms must be completed as fully as possible, and signature will need to be witnessed and/or notarized.

*The case number will be assigned by the Clerk’s Office.

*Submit completed documents to the Juvenile Court Clerk’s Office. Incomplete filings may be returned.

COMPLETING FORMS

- Type or print clearly in black ink
- Complete all fields to the best of your ability
- Ensure all required signatures are included

FILING FEE

A filing fee is required at the time of filing, as set by the Court’s approved cost schedule.

- Payment of \$135.00 per child is to be made to the Clerk’s Office upon filing. This fee is non-refundable.
- If you cannot afford the fee, ask about indigency or fee waiver procedures

PATERNITY (IF APPLICABLE)

- If parents were not married at the time of birth, paternity may need to be established
- If already established, attach documentation
- If not established, indicate on the Complaint/Motion

SERVICE OF PROCESS

Service is governed by Juvenile Rule 16. Default method is certified mail.

- Sheriff’s service (additional cost may apply)
- Process server (upon request)
- You must provide a complete and accurate address for all parties. If service fails, additional steps may be required.
- If a party cannot be located after reasonable efforts, service by publication may be available under Juvenile Rule 16(A) and Ohio law. Additional costs and strict requirements apply. Court suggests that you consult an attorney before pursuing this action.

HEARING NOTICE & ADDRESS UPDATES

- Court will schedule a hearing after filing is accepted
- Notices are mailed to provided address
- You must keep your address current with the Clerk’s Office
- Failure to update may delay your case