

## **Instruction Sheet For Motion to Modify Child Support**

Any party to a case in Juvenile Court who would like the case brought before the Court to modify the current child support order should file a Motion to Modify Child Support.

All pleadings shall be delivered or mailed (with all necessary copies) to Ashtabula County Juvenile Court, 3816 Donahoe Drive, Ashtabula, Ohio, 44004.

Hours: Monday through Friday from 8:00 a.m. to 4:00 p.m.

1. **Type or print** your responses in **blue or black ink**.
2. The filing fee of \$25.00 (cash or money order) must be paid when the papers are given to the Clerk's office. This does not include any court costs that may be assessed at the end of the case.
3. The motion shall be set for hearing by the Court. You shall receive a hearing notice in the mail. If your hearing notice is returned as undeliverable as addressed and you have not notified the Court of your new address, in writing, the complaint/motion shall be dismissed without further action.
4. All the names of parties and their addresses must be supplied at the time of the filing of the motion. A party is a parent to the child or anyone who has custody of a child. **A copy of all the pleadings must be supplied for each person you want served.**
5. If the hearing notice for another party is returned as undeliverable as addressed, you will be contacted for a new address. It is your responsibility to supply a good address in writing to the Court as soon as possible. If you do not do so, and the motion is not served at the time of the hearing and the other party does not appear at the hearing, the motion will be dismissed without further action.

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

**CASE NO.**

Plaintiff/Petitioner

Address

**MOTION TO MODIFY  
CHILD SUPPORT**

City                                  ST                                  Zip

VS.

Defendant/Petitioner

Address

City                                  ST                                  Zip

requests this Court make the following Order(s):

Modification of child support, health care provisions and tax exemptions\*. A hearing is requested on this Motion.

\_\_\_\_\_  
Signature of Party

\*     **You may subpoena employers for wage information such as W2 for each party. You must have three years of tax returns or any other relevant information. You also need verification of child care and health insurance costs.**

**INSTRUCTIONS TO THE CLERK**

Please serve the above motion on \_\_\_\_\_ at the captioned address by **CERTIFIED MAIL**.