

## Instruction Sheet for Pro Se Filing MOTION TO STAY an Administrative Child Support Order

All pleadings shall be delivered or mailed to  
**Ashtabula County Juvenile Court, 4717 Main Ave., 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 ink**.
2. If you file a request to stay an Administrative Child Support Order, you **MUST clearly state the reasons why you are requesting a Stay** of the Administrative Child Support Order.
3. The names of all parties and respective addresses must be supplied at the time you file your Motion to Stay. **You MUST attached a copy of the Administrative Order to your Motion to Stay and serve the other party(s) and the Ashtabula County Child Support Enforcement Agency with a copy of the your Motion to Stay and attachments.**
4. A filing fee of **\$15.00** (cash or money order) must be paid to the Clerk's Office at the time of you file your Motion to Stay. Additional costs may be assessed at the end of the case.
5. The Motion to Stay an Administrative Child Support Order may be considered without hearing. If set for hearing, you are responsible to ensure the Court has your current mailing address, and a valid email at all times. A failure to keep your contact information current may cause you to miss a hearing. If you fail attend a scheduled hearing, your motion may be dismissed due to a failure to prosecute.
6. 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 your Motion to Stay has not been properly served at the time of the hearing, your hearing will be delayed until such time all service requirements have been met. If you fail to serve your objection as required by law, your matter may be dismissed.
7. No Motion to Stay an Administrative Child Support Order may be granted absent notice being provided to the other party in a manner recognized by law. **The Administrative Child Support Order is enforceable and effective fourteen (14) days after it issues.** The law require it to remain in effect **UNLESS** stayed by the Court.

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

**In Re:**

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Court Case No.:** \_\_\_\_\_

**SETS Case No.:** \_\_\_\_\_

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Judge**   **Albert S. Campese**

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Parent:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

☐

**Motion to Stay Administrative Order  
of CSEA and Request a Court hearing**

**Parent:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Other Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

Now comes \_\_\_\_\_ who request the  
Administrative Order filed on or about \_\_\_\_\_ be stayed pending hearing.

**Movant states the following specific reasons for the Motion to Stay:**

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Phone)

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**Child** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Instructions for Service**

**To the Clerks:**

Please serve the following individuals with a copy of the Motion to Stay Administrative Order by certified mail:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Your Signature

Your Address: \_\_\_\_\_

\_\_\_\_\_

Your Phone No: \_\_\_\_\_