

Instruction Sheet for Pro Se Filing OBJECTION to 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. Either parent may file an Objection to an Administrative Child Support. The Objection **MUST clearly state the reasons why you are Objecting** to the Administrative Child Support Order, and **MUST** be filed with Ashtabula County Juvenile Court **no later than fourteen (14) days from the date the Administrative Child Support Order was issued.**
3. The names of all parties and respective addresses must be supplied at the time you file your Objection. **You MUST attached a copy of the Administrative Order to your objections, and serve the other party(s) and the Ashtabula County Child Support Enforcement Agency with a copy both the objection and the Administrative Order.**
4. A filing fee of **\$50.00** (cash or money order) must be paid to the Clerk's Office at the time of your filed Objection. Additional costs may be assessed at the end of the case.
5. The Objection to an Administrative Child Support Order may be set for hearing before a Magistrate. You are responsible to provide 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 any scheduled hearing, your objection may be dismissed.
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 you do not do so, and the Objection 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.

**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. Camplese

Child _____

Date of Birth _____

Child _____

Date of Birth _____

Parent: _____

Address: _____

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**Objection to Administrative Order
of CSEA and Request a Court hearing**

Parent: _____

Address: _____

Other Name: _____

Address: _____

Now comes _____ who objects to
the Administrative Order filed on or about _____.

Movant states the following specific reasons for the objections:

(Name)

(Address)

(City, State, Zip Code)

(Phone)

**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. Camplese**Child** _____**Date of Birth** _____**Child** _____**Date of Birth** _____

Instructions for Service

To the Clerks:

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

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Your SignatureYour Address: _____

Your Phone No: _____