

Instruction Sheet For Pro Se Filing

Parents of children who have never been married to each other and interested third parties should use the Complaint/Motion for Custody.

The non-residential party should use the Motion for Visitation to establish a visitation order with this Court. Please note, any Motion for Visitation will first be scheduled with Family Court Services for mediation so that the parties may attempt to work out an agreement before the hearing.

All pleadings shall be delivered or mailed with original and 3 copies including notarized signature on pages 5 and 7 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. There are four (4) documents in this packet: a complaint/motion, a custody affidavit, instructions for service and publication. ALL four documents must be completed to the best of your ability. Failure to complete and file all four documents will result in your filing being returned to you with no action being taken. If this is a new case, a case number will be assigned.
2. Type or print your responses in blue or black ink.
3. The filing fee of \$115.00 for the initial filing or a \$25 filing fee if the case is open with matters pending (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. Addresses for all parties must be included at the time of filing. If addresses are not provided, an affidavit for publication, which is included in this packet, must be completed. There will be a charge of \$70.00 for publication which is due at the time of filing.
4. If the parents were not married when the child was born, paternity must be established. If paternity has been established, attach a copy of the order or acknowledgment. If paternity has not been established, indicate that in the space provided on the complaint/motion.
5. The complaint/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.
6. All the names of parties and their addresses must be supplied at the time of the filing of the complaint. 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.

PLEASE NOTE: A child must be a resident of Ashtabula County for six months before this Court can assume jurisdiction over the child and any custody issues. If not a resident, the movant must go **back to the child's** county of residence to file.

7. 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 complaint/motion is not served at the time of the hearing and the other party does not appear at the hearing, the motion/complaint will be dismissed without further action. All complaints shall be served on the parties by certified mail, unless service by the sheriff is requested in writing. If you request personal service by the sheriff, there may be an additional cost. If you want personal service by a process server, it is your responsibility to make those arrangements.
8. If you are unable to supply the **address because the other party's** location is unknown to you, and cannot be found out with reasonable diligence, service by publication is provided for in Juvenile Rule 16(A). Because of the technical requirements and cost involved, the Court suggests that you consult with an attorney before pursuing this action.

Court Policy Regarding Employees Dispensing Legal Advice

By law, court employees, including deputy clerks, are not allowed to give legal advice. They have no law degree and could be prosecuted for practicing law without a license.

Deputy clerks may look over paperwork to see that the right blanks have been filled in or that you provided the necessary names and addresses and signed at the right location, but they cannot tell you if the content of your filing is adequate or will satisfy the requirements of the court. You should consult with an attorney or research the law at the library.

Albert S. Camplese, Judge

**IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
3816 DONAHOE DR.
ASHTABULA COUNTY, OHIO**

In Re:

Child

Case No.

Date of Birth

Child

Judge Albert S. Camplese

Date of Birth

Child

Date of Birth

Child

Complaint/Motion:

Custody

Date of Birth

Visitation

Support

Parent

Birth Date

Address

Phone

Parent Name

Birth Date

Address

Phone

Other Name

Birth Date

Address

Phone

Relationship to the children:

1. Children reside with:

2. Paternity established:

has not been established.

has been established (a copy of the acknowledgment is attached).

3. This complaint is being filed to allege that the above captioned child(ren) is abused/neglected/dependent pursuant to these facts:

4. I am requesting the Court:

Signature

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

Deputy Clerk

**** Please Note: Pursuant to the facts presented to the hearing officer, your child/ren may be found to be abused (pursuant to Ohio Revised Code Section 2151.031), neglected (pursuant to Ohio Revised Code Section 2151.03) or dependent (pursuant to Ohio Revised Code Section 2151.04).**

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

Affidavit of Jurisdiction (Custody Affidavit)

Child(ren)'s Name(s)

I, _____, being duly sworn, depose and say:

1. That the present address of the child(ren), the custody and visitation which is to be determined by this court action is:

2. The addresses at which the child(ren) has lived within the past five years prior to the filing of this court action:

First Address: _____ From: _____ to _____

Second Address: _____ From: _____ to _____

Third Address: _____ From: _____ to _____

3. The names and addresses of all persons with whom the child has lived prior to filing this court action and dates thereof are:

Name: _____ From: _____ to _____

Name: _____ From: _____ to _____

Name: _____ From: _____ to _____

4. That I (have) (have not) participated as a party, witness, or in any other capacity in any litigation concerning the custody of the child in this or any other state.

5. That I (have) (have no) information of any custody proceeding concerning the child pending in a court of this or any other state.

6. That I (have) (have no) knowledge of any person not a party to the proceedings who has physical custody of the child or claims to have custody or visitation rights with respect to the child.

7. I (have) (have not) been convicted or pleaded guilty to any criminal offense involving any act that resulted in a child being an abused child or a neglected child or previously (have) (have not) been determined, in a case in which a case in which a child has been adjudicated an abused child or a neglected child, to be the perpetrator of the abusive or neglected act that was the basis of the adjudication.

If 4, 5, 6, or 7 is answered in the affirmative, and the space afforded is insufficient for full explanation, please attach and incorporate herein any necessary information.

I realize that I have a continuing duty to inform the court of any custody proceedings concerning the child in this or any other state of which I obtain information during the pendency of this proceeding.

Your Signature

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

Notary Public, State of Ohio

**IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
3816 DONAHOE DR.
ASHTABULA COUNTY, OHIO**

In Re:

Child Case No.

Date of Birth

Child

Date of Birth Judge Albert S. Campese

Child

Date of Birth

Child

Date of Birth Instructions for Service

To the Clerks:

Please serve the following individuals with a copy of the complaint and summons by certified mail:

Name:

Address:

Name:

Address:

Name:

Address:

Your Signature

Your Address

Your Phone #

THE STATE OF OHIO,
ASHTABULA COUNTY

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION

CASE NO.

Plaintiff

vs.

AFFIDAVIT FOR SERVICE
BY PUBLICATION

Defendant

_____ being first duly sworn, deposes and says that he/she is the **plaintiff** **counsel for plaintiff** in the above entitled action that service of summons cannot be made upon the defendant(s) within the State of Ohio.

(List each defendant and/or party to be served by publication with last known residence)

The following are all the efforts made to ascertain the residence of the defendant(s).
(If more than one defendant, list specific efforts for each defendant)

The plaintiff has exercised reasonable diligence to ascertain the residence of the defendant(s) and that the residence of defendant(s) is, other than that listed in the pleadings, unknown, and cannot with reasonable diligence be ascertained; that this case is one of those mentioned in Ohio Juvenile Rule 16.

Plaintiff

SWORN TO BEFORE ME, and subscribed in my presence this _____ day of _____, 20____

Notary Public - SIGNATURE

APPLICATION FOR CHILD SUPPORT SERVICES NON-PUBLIC ASSISTANCE APPLICANT

IMPORTANT: If you are receiving AOC or Medicaid, do not complete this application, because you became eligible for child support services when you became eligible to receive ADC or Medicaid.

I the undersigned, request Child Support Services from the **ASHTABULA** County Child Support Enforcement Agency. I understand and agree to the following conditions:

- A. I am a resident of the County in which services are requested.
- B. Recipients of child support services shall cooperate to the best of their ability with the CSEA. *(See attached rights and responsibility information).*

The Child Support Enforcement Agency can assist you in providing the following services:

1. Location of Absent Parents.

The agency can assist in finding where an absent parent is currently living, in what city, town or state. The applicant can request "Location Services Only", if the sole need is to find the whereabouts of the absent parent.

2. Establishment or Modification of Child Support and Medical Support.

The CSEA can assist you to obtain an order for supports if you are separated, have been deserted or need to establish paternity (*fatherhood*). The CSEA can also assist you in changing the amount of support orders (*modification*) and to establish a medical support order.

3. Enforcement of Existing Orders.

The CSEA can help you collect current and back child support.

4. Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.

The agency can assist in collecting back support (*arrearages*) by intercepting a non-payer's federal and state income tax refunds on some cases.

5. Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.

The agency can help you get payroll deductions for current and back child support and can intercept unemployment compensation to collect child support.

6. Establishment of Paternity.

The agency can obtain an order for the establishment of paternity (*fatherhood*), if you were not married to the father of the child. An absent parent may request paternity services.

7. Collection and Disbursement of Payments.

The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Back support collected will be paid to you until all of the back support you are owed is paid.

If you received ADC in the past and support was assigned to the state, back support collected will be paid to the state after you receive back support owed to you.

8. Interstate Collection of Child Support.

The agency can assist you in collecting support if the payer is living in another state or in some foreign countries.

- C. The only fee you can be charged for services is a one dollar application fee. Some counties pay this fee for the applicants.
- D. In providing IV-D services, the CSEA and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

APPLICANT INFORMATION (INFORMATION ABOUT YOU)	
Name	Date of Birth
Social Security Number (SSN)	Current Marital Status (Check One) <div style="display: flex; justify-content: space-around; font-size: small;"> Single Married Divorced Separated </div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> Deserted Widowed </div>

Type(s) of Service(s) Requested: All services listed

Location of absent parent only

Other (please explain)

I understand that the Child Support Agency - within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (IV-D Services).

Signature of Applicant	Date
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Applicant's Name (<i>Last, First, Middle</i>)	Telephone Number (<i>Home</i>)
Address (<i>Street/Route, P.O. Box</i>)	(<i>Work</i>)

City, State, Zip Code

INFORMATION ON CHILDREN

	Child 1	Child 2	Child 3	Child 4
a. Name				
b. Sex				
c. SSN				
d. Date of Birth (DOB)				
e. Name(s) of Absent Parent				
f. Has Paternity (Fatherhood) Been Established				
g. Is There An Order For Support YES No				

ABSENT PARENT INFORMATION OR PARENT ORDERED TO PAY CHILD SUPPORT

	Absent Parent #1	Absent Parent #2	Absent Parent #3
Name			
Address (City, State, Zip Code)			
SSN			
Date of Birth (DOB)			
Name of Employer			
Address of Employer (City, State, Zip Code)			
Amount of Support Ordered (Wk, Bi-Wk, Mo)			
Case Number on Support Order			
Location Where Order Was Issued (City, County, State)			
Military Service Give Date and Branch Entered			
Arrest Record: Give Date and Place of Arrest			
If the absent parent has been on Public Assistance: Give Date and Place			
Give Name and Address of Current Spouse of Absent Parent			

* Have you ever been on public assistance? Yes No

When (<i>Date</i>)	Where (<i>City and State</i>)	County
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FOR AGENCY USE ONLY

Case Name	Date Requested	Date Mailed or Provided
Case Number	Date Returned or File Date	