

Instruction Sheet For General Motion

Any party to a case in Juvenile Court may utilize this General Motion form for various purposes.

All pleadings shall be delivered or mailed (with all necessary copies) to Ashtabula County Juvenile Court, 4717 Main Ave., Ashtabula, Ohio 44004.

Hours: Monday through Friday from 8:00 AM to 4:00 PM.

1. The motion must clearly state the reason for the request.
2. **Type or print** your responses in **blue ink**.
3. 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.
4. **Any Motion must be requested at least Seven (7) days prior to the hearing.** The party (Movant) making the request **must serve the opposing parties through acceptable means of service**, (i.e., U.S. mail, postage prepaid; email) and indicate such service upon the **Motion in the Proof of Service**.
5. If granted, the Court will send notice to all parties via a Time-Stamped Order.
6. All 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.
7. In the case of a Motion being 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.
8. If you are unable to supply the address because the other party's location is unknown to you and cannot be found 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.

IN THE COURT OF COMMON PLEAS

JUVENILE DIVISION

ASHTABULA COUNTY, OHIO

IN RE:

Child _____) CASE NO. _____

DOB _____)

) JUDGE ALBERT S. CAMPLESE

)

) MOTION FOR _____

)

Now comes _____, and respectfully requests this

Honorable Court to _____ for the reason

that, _____

_____. Wherefore, _____ respectfully

requests this matter be _____ and asserts that this requests is not
done for purposes of delay.

Respectfully submitted,

Name: _____

Address: _____

City, State, Zip _____

Phone: _____

Email: _____

PROOF OF SERVICE

A copy of the foregoing Motion for _____ was sent on this _____ day of

_____, 20 ____ ☐ by regular U.S. mail, postage prepaid, or ☐

by email to:

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Signature