

## **Instruction Sheet For Notice of Relocation Out of County**

Any party to a case in Juvenile Court who would like to relocate out of Ashtabula County should file a Notice of Relocation Out of County.

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 a.m. to 4:00 p.m.

1. The motion must clearly state all required information.
2. **Type or print** your responses in **blue or black 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. **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 \$75.00 for publication which is due at the time of filing.**
4. The Notice of Relocation Out of County will NOT be scheduled for a hearing unless a party on the case requests a hearing in writing within 14 days of filing the Notice.
5. 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.**
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 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.
7. 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  
3816 DONAHOE DRIVE  
ASHTABULA COUNTY, OHIO 44004

Plaintiff \* CASE NO.  
\*  
\*  
VS \* JUDGE ALBERT S. CAMPLESE  
\*  
\*  
\*  
Defendant \* **NOTICE OF RELOCATION**  
\* **OUT OF COUNTY**

Now comes movant, \_\_\_\_\_, and notifies this Court and all parties of a change of address or relocation.

Movant is moving to:  
for the purpose of

The following child/ren will also be relocating:

(DOB \_\_\_\_\_),  
(DOB \_\_\_\_\_),  
(DOB \_\_\_\_\_).

A PARTY MUST **REQUEST** A HEARING IN WRITING WITHIN 14 DAYS OF THE FILING OF THIS NOTICE IF DESIRED.

\_\_\_\_\_  
Signature

Address

City, State, Zip

Telephone Number

cc: Other parties:

Name

Name

Name

**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. 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 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 defendants(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 defendants(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