

Instruction Sheet For Pro Se Filing
Motion to Set Aside Magistrate Order/ Objections to Magistrate Decision

All pleadings shall be delivered or mailed 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. Any party may file a Motion to Set Aside a Magistrate Order with the court. The motion **MUST** clearly state the moving party's reasons to set aside a magistrate's order. A Motion to Set Aside a Magistrate Order must be filed no later than 10 days after the magistrate's order has been filed.

A party may file written Objections to a Magistrate Decision within 14 days of the filing of the magistrate's decision. If any party timely files objections, any other may also file objections within 10 days after the first objections are filed. An objection **MUST** be specific and state all grounds for objection.

An objection to a factual finding shall be supported by a transcript of all evidence submitted to a magistrate. The transcript must be filed within 30 days of the filing of the Objection. Any fees associated with the transcript are the responsibility of the party filing the objection unless indigent.

2. **Type or print** your responses in **blue or black ink**.

3. All the names of parties and their addresses must be supplied at the time of the filing of the Motion to Set Aside a Magistrate Order/Objections to Magistrate Order. A copy for each party must be supplied at the time of the filing.

4. The filing fee of \$50.00 (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.

5. The Motion to Set Aside a Magistrate Order/Objections to Magistrate Decision may be set for hearing upon the transcript being filed with the court. It is at the discretion of the Judge if a hearing is scheduled. If a 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. 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 to Set Aside a Magistrate Order/Objections to Magistrate Decision is not served at the time of the hearing and the other party does not appear at the hearing, the motion/objection will be dismissed without further action.

**IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
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

Parent

Motion to Set Aside Magistrate's Order

Address

Objection to Magistrate's Decision

Parent Name

Address

Other Name

Address

Now comes
Order/Magistrate's Decision filed on or about

who objects to the Magistrate's

Movant states the follow specific reasons for the objections:

(Name)

(Address)

Request transcript

(City, State, Zip Code)

(Phone)

**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 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 #