

**COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO**

In the matter of:

Case Number: _____

(Child's Name)

Judge: _____

D.O.B.: _____

Mother: _____

Father: _____

Address: _____

Address: _____

City State Zip Code

City State Zip Code

Phone: () _____
(Area Code)

Phone: () _____
(Area Code)

APPLICATION TO DETERMINE

CUSTODY

SHARED PARENTING

PARENTING TIME

Now comes, _____, _____, pursuant to R.C. 2151.23(A)(2)
(Your name) (Relationship to child)

and makes application to this Honorable Court to determine the custody establish an order of shared parenting establish parenting time of the above named child. In addition, the undersigned prays this Honorable Court grant an order of support, including an order regarding health insurance or cash medical support for the child. The reasons for this request are more fully explained in the attached affidavit and Uniform Child Custody Jurisdiction Enforcement Act (UCCJEA) Affidavit made a part hereof.

Printed Applicant Name, *Pro Se*

Signature

Address

City State Zip Code

Phone Number

E-mail address

AFFIDAVIT

I, _____, the applicant in the above captioned matter, duly sworn deposes and states
(Your name)

the following:

1. The child's last known or present address in Cuyahoga County is _____.
2. The last time the child resided at that address was _____.
(Date)
3. Paternity was established by:
 Cuyahoga Job and Family Services, Office of Child Support Services in Case Number _____.
 The Cuyahoga County Court of Common Pleas, Juvenile Court Division in Case Number _____.
 A voluntary acknowledgement of paternity signed and on file with the Central Paternity Registry in CPR Number _____.
4. The parents of the child that is subject of this application are married are **not** married.
5. Child support has been ordered to be paid by _____ to _____ or assigns by the Cuyahoga Job and Family Services, Office of Child Support Services Cuyahoga County Court of Common Pleas, Juvenile Court Division Cuyahoga County Court of Common Pleas, Division of Domestic Relations.
 The current child support order for this child is attached as Exhibit _____.
6. That I desire custody, parenting time, or shared parenting with the child because (be specific):

7. That it is in the best interest of the child for this Honorable Court to determine the child's custody, parenting time, or shared parenting.
8. That the child **is not** a ward of another state and **does not** have a court case relative to their custody in another court of this state.
9. That there **is** a protection order **is not** a protection order in effect preventing me from having contact with the child.
10. That I have attached a Uniform Child Custody Jurisdiction and Enforcement Act Affidavit (UCCJEA) to this pleading and it is incorporated herein as though fully rewritten.

The undersigned hereby affirms that the statements made in the foregoing affidavit are true.

Applicant Signature

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

**COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO**

In the Matter of: _____
(Child's name)

Case Number: _____

Judge: _____

D.O.B.: _____

Mother: _____

Father: _____

**UNIFORM CHILD CUSTODY JURISDICTION
AND ENFORCEMENT ACT (UCCJEA) AFFIDAVIT
R.C. 3127.23**

I, _____, being sworn according to law, certify that these proceedings
(Full legal name)
involve the custody of a child, and the following statements are true:

Insert the information requested below. The residence information must be given for the last **FIVE (5) years**.

Child's Gender: _____

Child's Place of Birth: _____

**Period of
Residence**

Address

**Person(s) with whom
child lived & Relationship**

_____ to present
(Date) Date

(Address)

(City) (State) (Zip Code)

(Name)

(Relationship to child)

_____ to _____
(Date) (Date)

(Address)

(City) (State) (Zip Code)

(Name)

(Relationship to child)

_____ to _____
(Date) (Date)

(Address)

(City) (State) (Zip Code)

(Name)

(Relationship to child)

_____ to _____
(Date) (Date)

(Address)

(City) (State) (Zip Code)

(Name)

(Relationship to child)

_____ to _____
(Date) (Date)

(Address)

(City) (State) (Zip Code)

(Name)

(Relationship to child)

For each of the following items numbered 3-6:

- ✓ Check **the first box if you DO NOT have** information regarding the topic requested and proceed to the next numbered item.
- ✓ Check the **second box if you DO have** information and complete all follow up fields.

3. Participation in custody proceeding(s): (check only one)

I HAVE NOT participated as a party, witness, or in any capacity in any other litigation, in this or any other state, concerning the custody of or visitation (parenting time) with any child subject to this proceeding.

I HAVE participated as a party, witness, or in any capacity in any other litigation, in this or any other state, concerning the custody of or visitation (parenting time) with any child subject to this proceeding. Explain:

- a. Name of child: _____
- b. Type of proceeding: _____
- c. Court and State: _____
- d. Date of court order or judgment (if any): _____

4. Information about custody proceeding(s): (check only one)

I HAVE NO INFORMATION of any proceedings that could affect the current proceeding, including any proceeding related to custody, domestic violence or protection orders, dependency, neglect or abuse allegations, or that a parent or any member of their household has been convicted of a sexually oriented offense or adoptions concerning any child subject to these proceedings.

I HAVE THE FOLLOWING INFORMATION concerning proceedings that could affect the current proceeding, including any proceedings relating to custody, domestic violence or protections orders, dependency, neglect or abuse allegations or that a parent or any member of their household has been convicted of a sexually oriented offense or adoptions concerning any child subject to this proceeding, other than set out in item 3. Explain:

- a. Name of each child: _____
- b. Name of parent or member of household: _____
- c. Type of proceeding: _____
- d. Court and State: _____
- e. Date of court order or judgment (if any): _____

5. Persons not a party to this proceeding: (check only one)

I DO NOT KNOW OF ANY PERSON not a party to this proceeding who has physical custody or claims to have custody or visitation rights with respect to any child subject to this proceeding.

I KNOW THAT THE FOLLOWING NAMED PERSON(S) not a party to this proceeding has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this proceeding:

a. Name and address of person: _____

has physical custody claims custody rights claims visitation rights

Name of child: _____

b. Name and address of person: _____

has physical custody claims custody rights claims visitation rights

Name of child: _____

c. Name and address of person: _____

has physical custody claims custody rights claims visitation rights

Name of child: _____

6. Knowledge of prior child support proceeding: (check only one)

The child described in this affidavit **is not** subject to existing child support order(s) in this or any state or territory.

The child described in this affidavit **is** subject to the following existing child support order(s).

a. Name of child:

b. Type of proceeding:

c. Court/Agency Name and Address:

d. Date of court order or judgment (if any):

e. Amount of child support paid and by whom:

7. I acknowledge that I have a continuing duty to advise this Honorable Court of any custody, visitation, child support, or guardianship proceeding (including dissolution of marriage, child abuse, neglect, or dependency) concerning the child in this state or other state about which information is obtained during this proceeding.

I, _____, swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

(Your printed name)

Applicant Signature

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public

Seal here

CUSTODY INTAKE INFORMATION SHEET

1.) CHILD'S INFORMATION - PLEASE PRINT ALL INFORMATION NEATLY WITHIN EACH BOX

Child's Name	Date of Birth	Age	Sex	Race

2.) HOW WAS PATERNITY ESTABLISHED?

Central Paternity Registry (CPR) Phone Number: 1-888-810-6446
<input type="checkbox"/> Genetic/DNA Testing <input type="checkbox"/> Voluntary Affidavit <input type="checkbox"/> OCSS Administrative Order <input type="checkbox"/> Court Order, Marriage Certificate, Default Judgement <input type="checkbox"/> CPR# _____ or Other # _____ <input type="checkbox"/> Paternity has NOT BEEN ESTABLISHED

3.) PARENT'S INFORMATION - PLEASE PRINT ALL INFORMATION NEATLY WITHIN EACH BOX

Last Name,	First Name	MI	Street Address	City	State	Zip Code	Date of Birth	Phone #	Relationship to child

4.) LEGAL CUSTODIAN'S INFORMATION (other than parents) - PLEASE PRINT ALL INFORMATION NEATLY WITHIN EACH BOX

Last Name,	First Name	MI	Street Address	City	State	Zip Code	Date of Birth	Phone #	Relationship to child

5.) Have the above noted parents ever been married to each other? YES NO
 If YES, please specify the date of marriage ____/____/____
Are they divorced? YES NO
 If YES, when was the divorce final ____/____/____

6.) Applicant: Relationship to the child _____

 Last Name, First Name MI

 Street Address Apt #

 City State Zip Code

 Phone # Date of Birth ____/____/____

COURT USE ONLY

Judge: _____

Case #: _____

Paternity Case #: _____

Checked By: _____ Reviewed By: _____

Application __ Motion __ Date of Order ____

Paternity BC DC MC PO

APPLICANT/MOVANT FILING CHECKLIST

Check the box for each item below and place your initials on the line.

Custody Intake Information Sheet _____

Reviewed and initialed by Court Staff

Completed Application or Motion _____

Page 2 notarized

Page 6 notarized

Proof of paternity On file with the Court _____

Copy of order or Central Paternity Registry (CPR) number and method of paternity establishment (i.e. genetic testing, voluntary affidavit, default judgement or judicial finding)

Photocopy of birth certificate On file with the Court _____

Photocopy of child support order On file with the Court _____

Instructions for Service _____

Affidavit for publication (if applicable)

Other necessary documents (if applicable) _____

i.e. death certificate, copy of Civil Protection Order, copy of Temporary Protection Order, copy of prior order

You are encouraged to make a photocopy of your entire filing packet for your own records prior to filing the original in the Clerk of Court.

Submitting incomplete paperwork to the Court shall result in a delay in the processing of your case and **may result in a dismissal.**

If you have specific questions regarding how to complete forms, court staff cannot provide you with legal advice. You are urged to seek assistance on your own by either hiring an attorney or contacting the Cleveland Metropolitan Bar Association (216-696-3532) or Legal Aid Society (216-687-1900).