

**INSTRUCTIONS FOR FILING A MOTION TO
MODIFY CUSTODY**

If there is an existing custody order in a custody, paternity or support case, then a Motion to Modify Custody must be filed in that case. Please confirm that you are not using the case number for a matter that has been previously dismissed.

If you are requesting the Court to issue any Temporary Orders regarding the Custody or Care of the child(ren) listed, you must file a Motion for Temporary Custody/Orders pursuant to Ohio Juvenile Rule 13 along with the motion. The Court will then review your filing and schedule the matter for hearing accordingly.

A Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) Affidavit must be completed and submitted at the time of the filing of the Motion to Modify Custody. The affidavit must be answered completely and accurately and must be notarized. When you have a document notarized it is under oath and you are attesting the information you provided is true and accurate.

If you are alleging that your or your child's health, safety, or liberty would be jeopardized by disclosing identifying information, and you make this allegation under oath, the information provided in these forms will not be disclosed to the other party or the public. If you believe that your address should remain confidential, please check the appropriate box on the UCCJEA Affidavit. However, the Court may order the disclosure to be made after a hearing in which the Court takes into consideration the health, safety, and liberty of you and your child and determine that the disclosure is in the interest of justice.

All motions filing packets must include the following:

1. A Motion to Modify Custody, filled out completely;
2. A copy of the UCCJEA Affidavit;
3. You must be prepared to pay the filing fee which is \$25.00 per child. Fees must be paid by cash, check, money order or credit card. Checks and money orders are to be made payable to the Cuyahoga County Juvenile Court. There is a 2.5% non-refundable convenience fee when using a credit card.
4. A copy of each child's birth certificate, if not previously submitted;
5. Custody Intake sheet;
6. Completed Instruction for Service form. If a parent cannot be located, Service by Publication is required at a cost of \$30.00 per publication;

Take this packet to the Pro Se Center on the second floor of the Cuyahoga County Juvenile Justice Center for review. The Pro Se Center has walk in hours on Monday through Thursday 9am–1pm and 2pm-4pm, and on Friday 9am-1pm (no afternoon hours). The phone number for the Pro Se Center is (216) 443-3149.

After the packet is reviewed you must make at least one copy to keep for yourself. File the original in the Clerk's Office on the second floor of the Cuyahoga County Juvenile Justice Center. The Cuyahoga County Juvenile Justice Center is located at 9300 Quincy Avenue, Cleveland, Ohio 44106.

Each of the above referenced forms is available in the Juvenile Court's Clerk of Courts Office or on the Juvenile Court's home page at www.juvenile.cuyahogacounty.us.

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