

## 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?**

<b>Central Paternity Registry (CPR) Phone Number: 1-888-810-6446</b>
<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 <b>NOT BEEN ESTABLISHED</b>

**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

<b><u>COURT USE ONLY</u></b>
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).