

COURT OF COMMON PLEAS
JUVENILE COURT DIVISION
9300 Quincy Ave
Cleveland, Ohio 44106
(216) 698-8400

INSTRUCTIONS FOR FILING

FORMS CAN BE FOUND ON OUR WEBSITE @ <http://juvenile.cuyahogacounty.us>

Please type or neatly print on the forms when preparing your documents. Blue ink is preferred for all signatures. Your forms must be fully completed before they can be filed with the Clerk's Office.

Case Numbers already assigned by the Court must be placed in the upper right corner of each form. Be sure you have the correct case number. The clerk is not responsible for determining which case number to use.

(1) On your filing, make sure you specify what you are requesting the Court to consider and support your request with your reason for the request. Be specific as you complete your request.

(2) Written Request for Service – Whenever a motion is filed on a case, all parties to the case must be informed by the Clerk's Office of the filing and hearing date. You have the responsibility of conducting any research necessary to identify the parties and their complete addresses including zip codes. If a future pending court date already exists, complete the day, month, year and time of the hearing and identify the Judge or Magistrate. Leave these lines blank if pending court date does not exist. The Instructions for Service form can be found on our website. You do not have to serve yourself as the filing party. Please keep a copy off all documents filed for your own records and bring them to your hearing.

Cuyahoga Job and Family Services – Office of Child Support Services (CJFS-OCSS) formerly known as Cuyahoga Support Enforcement Agency (CSEA) is a party to all support actions and must be served a copy of any filings related to child support, Address: 1640 Superior Avenue, Cleveland, Ohio 44114

***(3) Filing Fee -at the time of filing, the fee must be paid as follows:**

- \$25.00 Fee if filing on a case with an existing case number
- \$105.00 for new support complaint filings
- \$120.00 for new paternity or custody complaint filings

THERE ARE FOUR (4) ACCEPTABLE METHODS OF PAYMENTS:

- CASH – YOU MUST HAVE THE EXACT AMOUNT
- CHECK – MAKE PAYABLE TO JUVENILE COURT
- MONEY ORDER – MAKE PAYABLE TO JUVENILE COURT
- CREDIT CARD- YOU WILL BE CHARGED A 2.5% CONVENIENCE FEE (NON-REFUNDABLE)

FOR ASSISTANCE COMPLETING AND FILING YOUR MOTION, WE RECOMMEND YOU CONTACT AN ATTORNEY OR THE CLEVELAND METROPOLITAN BAR ASSOCIATION, (216) 696-3532 OR (877) CLEVE-BAR.

THE COURT REQUIRES THE ORIGINAL DOCUMENTS OF YOUR FILING. THE CLERK'S OFFICE DOES NOT MAKE COPIES. THERE IS A COINED COPY MACHINE AVAILABLE FOR YOU CONVENIENCE. ANY FORMS THAT REQUIRE A NOTARY, MUST BE NOTARIZED BEFORE FILING WITH THE COURT. THERE IS NOT A NOTARY AT THE COURT.

Rev: 9/11/2015

COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO

IN THE MATTER OF:

CASE NO. _____

JUDGE _____

Child's Name

MOTION _____

Now comes _____, and moves this honorable court for _____
_____, for the reasons that _____

The reasons for this motion are more fully detailed in the attached
affidavit incorporated herein and made a part hereof.

Respectfully submitted,

Signature

Address

City, State, Zip Code

Telephone Number

CERTIFICATE OF SERVICE

I served a copy of the foregoing Motion by:

- Handing it to the person to be served
- Leaving it at _____
- Regular U. S. Mail
- By a commercial carrier: _____
Name of Carrier

Leaving it with the clerk of courts with an instructions for service or because the person has no known address

On this _____ day of _____, 20___, on the following parties:

To: _____

At (Address): _____

To: _____

At (Address): _____

To: _____

At (Address): _____

To: _____

At (Address): _____

NAME (Signature)

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO

AFFIDAVIT

I, _____, being duly sworn deposes and states the following:

1. I am the father mother of _____;
2. _____

3. _____

4. _____

5. _____

Affiant further sayeth naught.

Affiant

SWORN TO BEFORE ME and subscribed in my presence this ____ day of _____, 20____.

NOTARY PUBLIC