

COURT OF COMMON PLEAS
JUVENILE COURT DIVISION
9300 Quincy Ave
Cleveland, Ohio 44106
(216) 443-8400

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:**

- \$30.00 Fee if filing on a case with an existing case number (post-dispositional)
- \$10.00 Fee if filing on a case with an existing case number (pre-dispositional)
- \$135.00 for new support complaint filings
- \$150.00 for new paternity or custody complaint filings
- \$ 35.00 if filing an Affidavit for Publication

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 (\$.05 PER COPY) AVAILABLE FOR YOUR CONVENIENCE. A NOTARY PUBLIC IS NOW AVAILABLE TO NOTARIZE DOCUMENTS FOR FILING WITH THE COURT FOR A FEE OF \$2.00 PER SIGNATURE; A VALID I.D. MUST BE PRESENTED AT TIME OF NOTARIZING.

Rev: 9/7/2017

COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO

IN THE MATTER OF:

CASE NO. _____

Child's Name

JUDGE _____

PLANTIFF

vs

MOTION TO SHOW CAUSE

DEFENDANT

Now comes _____, pro se, and moves
this Honorable Court for an order requiring _____
to show cause why he she should not be held in contempt of this
Court's Order of _____, for the following reasons:

In support of this motion is the attached Affidavit incorporated
herein and made a part hereof.

Respectfully submitted,

Signature

Address

City, State, Zip Code

Telephone Number

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

AFFIDAVIT

I, _____, being duly sworn, do solemnly state and affirm that:

1. _____

2. _____

3. _____

4. _____

5. _____

Further, Affiant sayeth naught.

SIGNATURE

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

NOTARY PUBLIC

INSTRUCTIONS AND INFORMATION FOR WRITTEN REQUESTS FOR SERVICE

The Court cannot consider a complaint (a document that initiates a legal action) or a motion (written request), unless it has been "served" (sent to all persons related to the case). When a complaint has been filed, the Clerk's Office will send a summons (a document informing a defendant that a legal action has been filed against them) to all parties on the case.

If you are attempting to change or modify a court order, the motion you file must be "served" by the Clerk's Office, not by you. **You must instruct the Clerk to serve all parties (persons related to the case) by using the form on the next page titled "Instructions for Service."** You will find the types of service available listed below. **You must also provide the Clerk with a copy of the document (motion) that you wish to be served.** Upon your direction, the Clerk's Office will send a summons with the attached document (motion) to all the parties you wish to serve using the type of service you select. A sample instructional sheet is attached.

Unless service is quickly and properly executed in a timely fashion, the legal proceedings could be disrupted, delayed or even dismissed. To insure that all parties are properly served, you are charged with the responsibility of using all resources to obtain an accurate and complete address.

Some suggested resources to determine the mailing address of a party include but are not limited to the following:

Contact with known associates, relatives and friends, neighbors and employers as well as family records, internet locator services, professional investigators, public court records including domestic relations court, small claims, municipal and civil litigation records, criminal records, bureau of prisons, probate court records, public library archives, telephone and criss cross directories, U. S. Postal Service, federal court records, bankruptcy records.

The following are guidelines for determining the most appropriate type of service. You may want to consult your attorney or read Civil Rule 4 for guidance.

CERTIFIED MAIL - is mail that requires proof of receipt with a signature, and a complete and accurate address. If the certified mail is returned as refused or unclaimed the court will automatically send out ordinary mail to the same address. **Certified mail is a required method of service on all first time filings.**

ORDINARY MAIL – is mail that requires an accurate and complete address, but does not require a signature or proof of receipt. If the mail is unable to be delivered by the U.S. Postal Service, it will be returned and marked with the reason it could not be delivered.

PERSONAL SERVICE – requires the Process Server (person over the age of 18 years old, not a party to the case, and has been designated by Court order to deliver legal documents) to serve a copy of the summons, complaint, motion, etc. only to the name listed on the document. It is one of the quickest ways to obtain service for a hearing, as long as you are sure of the residential or employment address. It is helpful to indicate the times the individual is most likely to be present during the hours of 8:30 a.m. to 4:30 p.m. at the residential or employment address you provide. Fee is \$2 per subpoena.

RESIDENTIAL SERVICE - requires the Process Server to serve a copy of the summons, complaint, motion, etc. to the name listed on the document(s) or by leaving a copy of the document(s) to be served at the individual's usual place of residence, or with a person over the age of 18 that resides in the same residence. It is one of the quickest ways to obtain service for a hearing, as long as you are sure of the residential address. It is helpful to indicate the times the individual or person over the age is most likely to be present during the hours of 8:30 a.m. to 4:30 p.m. at the residential address you provide.

PUBLICATION - is only appropriate when all other resources are exhausted to identify a correct and deliverable address or all diligent attempts for service have failed. This process requires an additional cost of \$35 and completion of an affidavit of publication, in addition to the Instructions for Service form.

THIS SHEET IS INFORMATIVE ONLY AND SHOULD BE REMOVED PRIOR TO FILING. Revised: 9/7/17

Instructional Sheet for Completing Instructions for Service Form

INSTRUCTIONS FOR SERVICE
CUYAHOGA COUNTY JUVENILE COURT

THE STATE OF OHIO
CUYAHOGA COUNTY

In RE: Print Case Name

Case: Print Juvenile Court's Assigned Case Number
Judge: Print Judge's Name Assigned to the Case

Pending Court Date (if applicable): _____

TYPE OF SERVICE TO BE ISSUED: (A method of service must be chosen in this section) Certified mail is a required method of service for all first time filings.)

- Certified Mail Ordinary Mail Personal Service
 Residential Service Publication (attach affidavit)

PARTIES TO BE SERVED: Use this section to identify all of the persons that you would like to receive a copy of the attached motion, complaint, pleadings, other documents, etc.

NAME: _____
ADDRESS: _____

NAME: _____
ADDRESS: _____

NAME: _____
ADDRESS: _____

NAME: _____
ADDRESS: _____

PLEASE BE ADVISED THAT IF YOU INCLUDE MULTIPLE ADDRESSES FOR THE SAME PERSON, THE ADDRESS WILL NOT BE UPDATED IN OUR SYSTEM. YOU MUST COMPLETE A CHANGE OF ADDRESS FORM, WHICH CAN BE FOUND IN THE CLERK'S OFFICE OR ON THE COURT'S WEBSITE:
www.juvenile.cuyahogacounty.us.

PLEASE IDENTIFY THE COMPLAINT OR MOTION THAT YOU WISH TO HAVE SERVED IN THE SPACE BELOW OR ATTACH A COPY TO THIS FORM

ADDITIONAL INSTRUCTIONS

To ensure that the Clerk sends out the correct information, use the space above to identify the complaint or motion, etc. that you would like attached to the summons that will be sent to the names and addresses that you have provided above.

Sign Your Name

Print your phone number

ATTORNEY OR PETITIONER (SIGNATURE)

PHONE NUMBER

Print Your Name

Print Today's Date

ATTORNEY OR PETITIONER (PRINT NAME)

DATE

Print Person's name that you are representing

INSTRUCTIONS FOR SERVICE
CUYAHOGA COUNTY JUVENILE COURT

THE STATE OF OHIO
CUYAHOGA COUNTY

In RE: _____

Case: _____

Judge: _____

Pending Court Date (if applicable): _____

TYPE OF SERVICE TO BE ISSUED: (A method of service must be chosen in this section) Certified mail is a required method of service for all first time filings.)

Certified Mail

Ordinary Mail

Personal Service

Residential Service

Publication (attach affidavit)

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

PLEASE BE ADVISED THAT IF YOU INCLUDE MULTIPLE ADDRESSES FOR THE SAME PERSON, THE ADDRESS WILL NOT BE UPDATED IN OUR SYSTEM. YOU MUST COMPLETE A CHANGE OF ADDRESS FORM, WHICH CAN BE FOUND IN THE CLERK'S OFFICE OR ON THE COURT'S WEBSITE:

www.juvenile.cuyahogacounty.us.

PLEASE IDENTIFY THE COMPLAINT OR MOTION THAT YOU WISH TO HAVE SERVED IN THE SPACE BELOW OR ATTACH A COPY TO THIS FORM.

ADDITIONAL INSTRUCTIONS:

ATTORNEY OR PETITIONER (SIGNATURE)

YOUR PHONE NUMBER

ATTORNEY OR PETITIONER (PRINT NAME)

DATE

Print Person's name that you are representing
