

**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.

IF YOU ARE OBJECTING TO OR DISPUTING THE FACTS OF THE CASE, YOU MUST REQUEST A COPY OF THE TRANSCRIPT OF THE PROCEEDING TO BE SENT TO THE ASSIGNED JURIST.

COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO

IN THE MATTER OF:

CASE NO. _____

JUDGE _____

PLAINTIFF

OBJECTIONS TO THE
MAGISTRATE'S DECISION

VS

DEFENDANT

Now comes _____, who hereby gives
notice of his her objections to the Magistrate's decision issued
on _____, attached and made a part hereof. My
objections are as follows: _____

Respectfully submitted,

Name

Address

City

State

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)

**DUTY TO SERVE DOCUMENTS FILED SUBSEQUENT TO THE FILING
OF A COMPLAINT OR NEW ACTION**

Juvenile Rule 20 and Civil Rule 5(b) outline the process for serving documents filed at court after a complaint or new action has been commenced. It is your responsibility to serve the parties with the documents and not the obligation of the Cuyahoga County Juvenile Court Clerk's Office. When you file a Certificate of Service, you are certifying to the court that you have served the documents on all the necessary parties to the case.

Pleadings filed with the court shall not be considered by the court until proof of service is endorsed upon the document or said proof is filed separately.