

Instructions for Filing a
Complaint to Adopt the
Administrative Child Support Order

- 1). The Petitioner must bring an original and at least one copy of the complaint to the Clerk's Office to be filed.
- 2). Please use blue or black ink and type or neatly print the complaint.
- 3). The filing fee is \$135.00 and can be paid in cash, check, money order, or credit card. There will be a 2.5% non-refundable convenience fee for credit card payments. Checks and money orders should be for the exact amount of the filing fee and be made payable to the Cuyahoga County Juvenile Court.
- 4). Be certain that the Cuyahoga Job and Family Services - Office of Child Support Services (CJFS-OCSS) formerly known as Cuyahoga Support Enforcement Agency (CSEA) administrative order is attached to the complaint, including any modifications and or termination orders.
- 5.) CJFS-OCSS is a party to all support actions and will be served a copy of any filings related to child support.

COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO

In Re: _____
Child's name

Petitioner/Obligor

CASE NO. _____

JUDGE _____

vs.

Cuyahoga Job and Family Services/
Office of Child Support Services
Respondent/Obligee

COMPLAINT TO ADOPT
THE ADMINISTRATIVE CHILD
SUPPORT ORDER AS A
JUDICIAL ORDER

(HEARING REQUESTED)

Now comes the obligor obligee, _____, *pro se* and moves this Honorable Court to adopt the child support order, attached hereto, as a Judicial Order.

Wherefore, the obligor obligee respectfully moves this Honorable Court to adopt the child support order as a judicial order.

Respectfully submitted,

Name, *pro se*

Address

City, State, Zip Code

Telephone