

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

- 1.) Please make sure you specify what you are requesting the Court to consider and support your request with your reasons for the request in your filing. Be specific.
- 2.) If there is already an open case in Juvenile Court beginning with the letters “FA” or “SU”, please reuse that case number and judge on your filing. Please be certain that there is not already an existing case for this child dealing with support.
- 3.) For all parents that have been or currently are married to one another, Domestic Relations Court has jurisdiction and all filings for child support should be filed there (as of March 22, 2019, per HB 595). Any party to the same proceeding for this child previously at Domestic Relations Court should return to that Court for all future filings.
- 4.) Please use blue or black ink and type or neatly print.
- 5.) Be certain that the Office of Child Support Services (OCSS), formerly known as Cuyahoga Support Enforcement Agency (CSEA), administrative order, *including the Child Support Guideline Worksheet*, is attached to the motion, as well as any modifications and/or termination orders.
- 6.) 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.
- 7.) The Office of Child Support Services is a party to all support actions and must be listed on the service page in order to be served copies of any filings related to child support.
- 8.) An **Obligee** is any person, including a state or political subdivision, to whom a duty of support is owed. The obligee is the person who receives the support.
- 9.) An **Obligor** is any person owing a duty of support or against whom proceedings for enforcement of a duty of support or a registration of support orders is commenced. The person ordered to pay support is an obligor.

**COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO**

In the matter of:

(Child's Name)

Case Number: _____
(One Case Number Only)

Judge: _____

Plaintiff: Obligor Obligee

V.

Defendant: Obligor Obligee

Office of Child Support Services
Defendant

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

Now comes _____, the obligor obligee, pro se, and moves this
(Your Name)
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,

Movant Signature

Print Name

Address

City State Zip Code

Phone Number

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?

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

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

(Drafted: Jan 2018, Revised: May 2018, April 1, 2019, May 10, 2019)

Adopt Administrative Child Support Order (Revised June 25, 2019)

<u>COURT USE ONLY</u>
Judge: _____
Case #: _____
Paternity Case #: _____
Checked By: _____ Reviewed By: _____
Application ___ Motion ___ Date of Order ____
Paternity BC DC MC PO

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.

Please do not serve yourself, as you already have notice of your filing. It is YOUR responsibility to provide a complete and full address for all legal parties involved (this includes a street address, apartment numbers, city, state, and zip code).

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

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.

THIS SHEET IS INFORMATIVE ONLY AND SHOULD BE REMOVED PRIOR TO FILING.

**COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO**

In the Matter of: _____ Case Number: _____
(Child's name)
 Pending Court Date (if applicable): _____ Judge: _____

INSTRUCTIONS FOR SERVICE

Pursuant to Juvenile Rule 16 and Civil Rule 4.1, for all first requests for service, the Clerk of Court will serve a copy of your filing to the parties listed by certified mail, unless an alternate service method is selected from the options provided. Service requests by other methods, or additional service requests on parties, may incur further fees. Upon subsequent requests for service the Clerk of Court will only serve by the method selected below.

Choose ONE service type per name and address:

Certified Mail (Check box if primary address) Name: _____
 Ordinary Mail Address: _____
 Personal Service _____
 Residential Service (City) (State) (Zip Code)
 Publication (affidavit required)

Certified Mail (Check box if primary address) Name: _____
 Ordinary Mail Address: _____
 Personal Service _____
 Residential Service (City) (State) (Zip Code)
 Publication (affidavit required)

Certified Mail (Check box if primary address) Name: _____
 Ordinary Mail Address: _____
 Personal Service _____
 Residential Service (City) (State) (Zip Code)
 Publication (affidavit required)

Certified Mail (Check box if primary address) Name: _____
 Ordinary Mail Address: _____
 Personal Service _____
 Residential Service (City) (State) (Zip Code)
 Publication (affidavit required)

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.



Petitioner Name-Printed

Attorney Name-Printed

Signature Date

Signature Date

Address

Address

City State Zip Code

City State Zip Code

Phone Number

Phone Number

E-mail address

E-mail address