

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

<http://juvenile.cuyahogacounty.us>

**INSTRUCTIONS FOR FILING AN OBJECTION TO AN ADMINISTRATIVE ORDER**

- 1) File your objection(s) at Juvenile Court Clerk's Office, 9300 Quincy Ave. Cleveland, OH 44106, 2<sup>nd</sup> Floor
- 2) Objections must be prepared before filing at the Clerk's Office (forms can be found on our website)
- 3) All administrative orders must be attached to the objection. A copy of your administrative order(s) can be obtained from Cuyahoga Jobs and Family Services - Office of Child Support Services (CJFS-OCSS) formerly known as Cuyahoga Support Enforcement Agency (CSEA). You can visit the Neighborhood Family Service Center located at Quincy Place, 8111 Quincy Avenue, Cleveland Ohio 44104 for assistance.
- 4) You must have the address for the opposing party. Example: If you are the obligee (person who receives support payments), the obligor (person who is responsible for making the payments) will be the opposing party
- 5) CJFS-OCSS 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
- 6) The filing fee for a new child support filing is \$135.00. The filing fee for a paternity filing is \$150.
- 7) If there is an existing custody matter in this Court, you may use the case number assigned to the custody matter.

**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 OBJECTION, WE RECOMMEND YOU CONTACT AN ATTORNEY OR THE FOLLOWING, FOR GUIDANCE:**

- CLEVELAND METROPOLITAN BAR ASSOCIATION AT (216) 696-3532 OR (877) CLEV-BAR
- LEGAL AID SOCIETY AT (216) 687-1900

**PLEASE TYPE OR NEATLY PRINT AND COMPLETE ALL SECTIONS ON THE FORMS. BLUE INK IS PREFERRED FOR ALL SIGNATURES. ORIGINAL DOCUMENTS ARE REQUIRED FOR FILING. THE CLERK'S OFFICE WILL NOT MAKE COPIES. FOR YOUR CONVENIENCE, A COINED COPY MACHINE IS AVAILABLE FOR USE FOR \$.05 PER PAGE.**