

COURT OF COMMON PLEAS
PROBATE & JUVENILE DIVISIONS
HURON COUNTY

TIMOTHY L. CARDWELL JUDGE

2 East Main Street
Norwalk, OH 44857

Instruction Sheet for Pro Se Filing

1. Whether you are filing a new complaint or a motion in an existing case you must complete all forms in their entirety and to the best of your ability. Failure to complete and file all attached documents will result in your filing being returned to you with no action being taken. If this is a new case, a case number will be assigned.
2. If you are filing a new complaint or a motion in an existing case regarding custody and/or visitation you must also complete a child custody affidavit. The affidavit must be notarized prior to your bringing it to the court for filing.
3. If you are filing a new complaint or a motion in an existing case you must also complete a precipe for service.
4. The form entitled Consent to Custody and Waiver of Service is optional and is only to be completed by the responding party in the action if that party is in agreement regarding the change of custody. The consent must be notarized prior to your bringing it to the court for filing.
5. Type or print your responses in blue or black ink.
6. If you are filing a new complaint, the filing fee will be \$175.00 at the time you file the complaint.
7. If you are filing a motion in an existing case, the filing fee will be \$100.00 at the time you file the motion.
8. The complaint/motion shall be set for hearing by the Court. You shall receive a hearing notice in the mail. If your hearing notice is returned as undeliverable as addressed and you have not notified the Court of your new address, in writing, the complaint/motion shall be dismissed without further action.
9. If the hearing notice for another party is returned as undeliverable as addressed, you will be contacted for a new address. It is your responsibility to supply a good address in writing to the Court as soon as possible. If you do not do so, and complaint/motion is not served at the time of the hearing and the other party does not appear at the hearing, the motion/complaint will be dismissed without further action. All complaints shall be served on the parties by certified mail, unless service by the sheriff or process server is requested in writing. If you request personal service by the sheriff, additional costs will be assessed. If you want personal service a process server, it is your responsibility to make those arrangements.
10. If you are unable to supply the address because the other party's location is unknown to you, and cannot be found out with reasonable diligence, service by publication is provided for you in Juvenile Rule 16 (A). Because of the technical requirements and cost involved, the Court suggests that you consult with an attorney before pursuing this action.

HURON COUNTY JUVENILE COURT

Personal Identifiers Omission Form

Effective 1 July 2009

In the Matter of _____
Case Number _____

Pursuant to Rule 45(D)(2) of the Ohio Rules of Superintendence, when personal identifiers are omitted from a case document submitted to the Court for filing, the party who submitted the case document shall submit the omitted information on this form. This form is not a public record.

Plaintiff

Name: _____
Address: _____
Phone Number: _____
Social Security Number: _____ Date of Birth: _____

Defendant

Name: _____
Address: _____
Phone Number: _____
Social Security Number: _____ Date of Birth: _____

Child

Name: _____
Address: _____
Social Security Number: _____ Date of Birth: _____
Mother's Name: _____
Mother's Address: _____
Mother's Phone Number: _____
Mother's SSN: _____ Mother's DOB: _____
Father's Name: _____
Father's Address: _____
Father's Phone Number: _____
Father's SSN: _____ Father's DOB: _____

Child

Name: _____

Address: _____

Social Security Number: _____ Date of Birth: _____

Mother's Name: _____

Mother's Address: _____

Mother's Phone Number: _____

Mother's SSN: _____ Mother's DOB: _____

Father's Name: _____

Father's Address: _____

Father's Phone Number: _____

Father's SSN: _____ Father's DOB: _____

Child

Name: _____

Address: _____

Social Security Number: _____ Date of Birth: _____

Mother's Name: _____

Mother's Address: _____

Mother's Phone Number: _____

Mother's SSN: _____ Mother's DOB: _____

Father's Name: _____

Father's Address: _____

Father's Phone Number: _____

Father's SSN: _____ Father's DOB: _____

Other Personal Identifiers (including requested information above for additional children, and financial account numbers, employer and employee identification numbers):

Huron County Common Pleas Court
Juvenile Division
Norwalk, Ohio

In the matter of

Case Number: _____

Date: _____

Alleged _____ Child

MOTION (pro se):

For Legal Custody

For Driving Privileges

For Temporary Custody

To Reinstate Full Driving Privileges

Establish Visitation

Other: _____

Now comes (your name) _____ and respectfully moves this
Court for: (What do you want the Court to do?)

_____.

Because: (Why should the Court grant this motion?)

Form supplied by:
Huron County Common Pleas Court
Juvenile Division
Norwalk, Huron County, Ohio

Your signature

How to prepare this form for filing with the Court

1. This form must be typed or neatly handwritten, must include the case number and clearly state what action you want the Court to take and why. **DO NOT ATTACH ADDITIONAL PAGES.**
 2. Submit the original form AND A COPY to the Court for filing.
 3. Deposit for costs
- The Court may schedule your motion for hearing and send copies of this document along with a notice of hearing to all other persons involved in this case.

* **Opposing party shall answer said motion within ten (10) days after service**

**HURON COUNTY COMMON PLEAS COURT
JUVENILE DIVISION
NORWALK, OHIO**

In the matter of

Case No. _____

Date: _____

Alleged _____ Child

PRECIPE

To the Clerk:

Please issue summons to:

at the addresses shown in the caption by:

Certified mail

The Sheriff of _____ County,

Ohio Regular US Mail

Publication

X _____
Plaintiff Signature

Form supplied by:
Huron County Common Pleas Court
Juvenile Division
Norwalk, Huron County, Ohio

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

| | | |
|---------------------------------|------------|--|
| Plaintiff/Petitioner | Case No. | |
| v./and | Judge | |
| Defendant/Petitioner/Respondent | Magistrate | |

Instructions:
By law, an affidavit must be filed and served with the first pleading filed by each party in every parenting (custody/visitation) proceeding in this Court, including Dissolutions, Divorces and Domestic Violence Petitions. Each party has a continuing duty while this case is pending to inform the Court of any parenting proceeding concerning the child(ren) in any other court in this or any other state. **If more space is needed, add additional pages.**

PARENTING PROCEEDING AFFIDAVIT (R.C. 3127.23(A))
Affidavit of _____
(Print Your Name)

Check and complete ALL THAT APPLY:

1. I request that the court not disclose my current address or that of the child(ren). My address is confidential pursuant to R.C. 3127.23(D) and should be placed under seal to protect the health, safety, or liberty of myself and/or the child(ren).
2. Minor child(ren) are subject to this case as follows:

Insert the information requested below for all minor or dependent children of this marriage. You must list the residences for all places where the children have lived for the last **FIVE** years.

| a. Child's Name: | Place of Birth: | | |
|----------------------------|--|---------------------|-------|
| Date of Birth: | Sex: Male Female | | |
| <u>Period of Residence</u> | <u>Person(s) With Whom Child Lived</u> | <u>Relationship</u> | |
| to present | (name & address) | | |
| _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| to | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| to | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |

b. Child's Name:

Place of Birth:

Date of Birth:

Sex: Male Female

Check this box if the information requested below would be the same as in subsection 2a and skip to the next question.

| <u>Period of Residence</u> | | Check if <u>Confidential</u> | <u>Person(s) With Whom Child Lived</u> (name & address) | Relationship |
|----------------------------|------------|---|--|--------------|
| _____ | to present | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| _____ | to _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| _____ | to _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| _____ | to _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |

c. Child's Name:

Place of Birth:

Date of Birth:

Sex: Male Female

Check this box if the information requested below would be the same as in subsection 2a and skip to the next question.

| <u>Period of Residence</u> | | Check if <u>Confidential</u> | <u>Person(s) With Whom Child Lived</u> (name & address) | Relationship |
|----------------------------|------------|---|--|--------------|
| _____ | to present | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| _____ | to _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| _____ | to _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |
| _____ | to _____ | <input type="checkbox"/> Address Confidential? | _____ | _____ |

IF MORE SPACE IS NEEDED FOR ADDITIONAL CHILDREN, ATTACH A SEPARATE PAGE AND CHECK THIS BOX .

3. Participation in custody case(s): (Check only one box.)

- I **HAVE NOT** participated as a party, witness, or in any capacity in any other case, in this or any other state, concerning the custody of, or visitation (parenting time), with any child subject to this case.
- I **HAVE** participated as a party, witness, or in any capacity in any other case, in this or any other state, concerning the custody of, or visitation (parenting time), with any child subject to this case. For each case in which you participated, give the following information:

- a. Name of each child: _____
- b. Type of case: _____
- c. Court and State: _____
- d. Date and court order or judgment (if any): _____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CUSTODY CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX .

4. Information about other civil case(s) that could affect this case: (Check only one box.)

- I **HAVE NO INFORMATION** about any other civil cases that could affect the current case, including any cases relating to custody, domestic violence or protection orders, dependency, neglect or abuse allegations or adoptions concerning any child subject to this case.
- I **HAVE THE FOLLOWING INFORMATION** concerning other civil cases that could affect the current case, including any cases relating to custody, domestic violence or protection orders, dependency, neglect or abuse allegations or adoptions concerning a child subject to this case. Do not repeat cases already listed in Paragraph 3. Explain:

- a. Name of each child: _____
- b. Type of case: _____
- c. Court and State: _____
- d. Date and court order or judgment (if any): _____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX .

5. Information about criminal case(s):

List all of the criminal convictions, including guilty pleas, for you and the members of your household for the following offenses: any criminal offense involving acts that resulted in a child being abused or neglected; any domestic violence offense that is a violation of R.C. 2919.25; any sexually oriented offense as defined in R.C. 2950.01; and any offense involving a victim who was a family or household member at the time of the offense and caused physical harm to the victim during the commission of the offense.

| <u>Name</u> | <u>Case Number</u> | <u>Court/State/County</u> | <u>Convicted of What Crime?</u> |
|-------------|--------------------|---------------------------|---------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

IF MORE SPACE IS NEEDED FOR ADDITIONAL CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX .

6. Persons not a party to this case who has physical custody or claims to have custody or visitation rights to children subject to this case: (Check only one box.)

I **DO NOT KNOW OF ANY PERSON(S)** not a party to this case who has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this case.

I **KNOW THAT THE FOLLOWING NAMED PERSON(S)** not a party to this case has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this case.

a. Name/Address of Person _____

Has physical custody

Claims custody rights

Claims visitation rights

Name of each child: _____

b. Name/Address of Person _____

Has physical custody

Claims custody rights

Claims visitation rights

Name of each child: _____

c. Name/Address of Person _____

Has physical custody

Claims custody rights

Claims visitation rights

Name of each child: _____

OATH

(Do Not Sign Until Notary is Present)

I, (print name) _____, swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury.

Your Signature

Sworn before me and signed in my presence this ___ day of _____, _____.

Notary Public

My Commission Expires:

**HURON COUNTY COMMON PLEAS COURT
JUVENILE DIVISION
NORWALK, OHIO**

In the matter of

Case No. _____

Date: _____

Alleged _____ Child

CONSENT TO CUSTODY AND WAIVER OF SERVICE

I, _____, do consent to a change of custody of the
minor child herein, _____, from myself to
_____.

I, _____, waive my right to formal summons in this
matter.

Your Signature

Address

City, State, ZIP

Sworn to before me and signed in my presence this _____ day of
_____, _____.

Deputy Clerk/Notary Public