Hamilton County Juvenile Court (www.juvenile-court.org)

INSTRUCTIONS FOR COMPLETION OF A MOTION PACKET

Filing Fees: **$100.00** - Motions filed on Paternity or Support cases.
$150.00 - Filing for Contempt of Support.
$150.00 - Filing for Custody or Visitation Contempt, Motions or Modifications.

Please use **Black** ink and type or **neatly** print on the forms to prepare your filing documents. Your forms must be completed properly before they can be filed. Your filing will contain a minimum of three forms for motions and contempt filings but motions to modify visitation will require completion of six separate forms. (Ask the Clerk for these forms) Almost every form has a (**Case Caption)** at the top that is identified as (**In Re :**). For Custody and Visitation issues, list the child or children's names next to (**In Re**:). For Paternity and Support issues, list the Plaintiff – vs – Defendant (**In Re**:). Example: Jane Doe -vs- John Doe or John Doe -vs- Jane Doe

It is usually best to keep the caption the same as when the case was first filed.
Case Numbers, already assigned by the court need to be placed in the upper right corner of each form. Be sure you have the correct case number including the letter (X) or (Z) at the end that designates the assigned judge.

* (**1**) The **Motion** (Form 583) has the (**In Re :)** and **Case Number** at the top, a title line at the top right under the Case Number and an open area for your narrative complaint or petition. Your title line might be "Modify Support", "Modify Visitation", "Contempt of Support" or "Visitation" etc. **In the open area, specify what you are requesting the Court to consider and support your request with your reason for the request to be considered**. Be **complete** and **specific** as you address your request.

** (**2**) **Request and Instructions for Ordinary Mail** (Form 755) (Instructions to Clerk) Please be sure your Case Caption, (**In Re :)** and Case Number is completed. **Type** or **Print** your name on the line indicated for "Petitioner or Attorney". **Sign** with your legal Signature and **Date** the lower line and the form is completed.

*** (**3**) **Service Request** (Form 1397), whenever a motion or complaint is filed on a case, **all parties to the case must be informed 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. Make sure the Case Caption (**In Re:**) and Case Number is completed properly. 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 a pending court date does not exist.

Designate the type of service (**Summons** to a party in the case) (**Notice** to attorneys or parties on support issues) (**Subpoena** to non parties as witnesses at trial) Designate the form of service (Usually **Certified Mail**) Neatly list the complete name and complete address including the zip code for each party to be notified. List your complete name and complete address including zip code and telephone number at the bottom where it says "Requested by". Any other forms to be included must be completed in a similar format with a complete response to all questions.

After completing your original documents, you are responsible for making copies to be included in your filing.

* **Motion** (Form 583) – Original and a minimum of three (3) copies plus one (1) additional copy for each person to be summoned or notified. (Usually 4 – 5 copies)
** **Request and Instructions for Ordinary Mail** (Form 755) – Original plus a minimum of two (2) copies.
*** **Service Request** (Form 1397) – Original plus a minimum of three (3) copies.
**** **Motion/Affidavit For Waiver of Filing Fee** (Form 581) – Original plus two copies plus two copies of your supporting documentation of income qualifications. (Must be **Notarized**) (This form is separate from the packet.)

Deputy Clerks are available to assist with filing questions and accept your filing however they are not attorneys and can not provide answers to legal questions or act as your legal representative. If you do have questions, you may speak to a Deputy Clerk at the Issue Desk or call one of the following telephone numbers: 513-946-9200 or 513-946-9400, and ask for a Deputy Clerk.