

**INSTRUCTIONS FOR COMPLETION OF A PETITION/MOTION PACKET**

Filing Fees: **\$115.00 New Paternity Petition - \$100.00** – Subsequent Motions filed on Paternity or Support cases.  
**\$150.00** - Filing for Contempt of Support.  
**\$165.00** – For **First** filing of Custody or Visitation Contempt, Motions or Modifications.  
**\$150.00** – For **Subsequent** filings of Custody or Visitation Contempt, Motions or Modifications.

Please use **Black** or **Blue** 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 John Doe

-vs- or -vs-  
John Doe 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** 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** (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**, 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**– 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**– Original plus a minimum of two (2) copies.

\*\*\* **Service Request**– 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 513-946-9431.

## **INSTRUCTIONS AND INFORMATION FOR WRITTEN REQUESTS FOR SERVICE**

One of the most important procedures which takes place at the onset of any legal action is the service of process. Unless service is quickly and properly executed, the legal proceedings could be disrupted, delayed or even dismissed. To insure that all parties are properly served, you are charged with the responsibility of using all resources to obtain a correct and complete address as well as requesting proper service of all related parties in a timely fashion.

The following are guidelines for determining the most appropriate method of service. You may want to consult Civil Rule 4 and your attorney is an appropriate resource concerning this topic.

**Regular Mail:** Requires a complete and accurate address but does not provide any assurance or proof of delivery unless it is returned by the U.S. Postal Service as “Undeliverable”.

**Certified Mail:** Requires a complete and accurate address and the hearing is not set for at least 28 days to allow ample response time for the return verification. If the certified mail is returned as refused or unclaimed and you did not sign a Waiver of Service, you must request in writing that Ordinary Mail be sent to the same address or provide additional information in writing so service can be resent.

**Personal Service:** Is one of the quickest ways to obtain service for a hearing as long as you are sure of the residential address or employment address. It is helpful to indicate the times the party is most likely to be present during the daytime hours at the indicated address. Personal Service requires the Sheriff or other approved Process Server to serve the Summons and a copy of the Complaint or Petition only to the named individual (s).

**Residential Service:** Is also one of the quickest ways to obtain service for a hearing as long as you have a correct and complete address. The Sheriff or an approved Process Server is required to serve the Summons and a copy of the Complaint or Petition to any household member of suitable age.

**Publication:** Is only appropriate when all other resources are exhausted to identify a correct and deliverable address or all diligent attempts for service have failed. This process requires additional cost and completion of the Affidavit for Service by Publication , in addition to the Service Request.

Please note that actual notice of a hearing is not a substitute for legal Service of Process. You as a party cannot Serve Process, however it may be effective to give actual notice of the hearing by telling the person or party of the hearing date, time and place of the hearing. You might give them a copy of the Summons along with a copy of the Complaint or Petition.

### **OTHER RESOURCES**

A copy of a Birth Certificate for each child will be required for filing parenting actions. If the petitioner does not have a copy of a birth certificate, they must obtain one by first determining when and where the child was born. Each State and County will have an agency such as Vital Statistics or a Health Department. Local agencies for this court will include:

(Births within the City of Cincinnati)  
**Cincinnati Health Department**  
**Office of Vital Records**  
**1525 Elm Street**  
**Cincinnati, Ohio 45210**  
**513-352-3120**

(Births in Hamilton County-Not Cincinnati)  
**Hamilton County General Health District**  
**250 William Howard Taft Road**  
**Cincinnati, Ohio 45219**  
**513-946-7804**

(State of Ohio Births)  
**The Ohio Department of Health**  
**P. O. Box 118**  
**Columbus, Ohio 43216-0118**  
**614-466-2531**

**This sheet is informative only and should be removed prior to your filing.**

**JUVENILE COURT HAMILTON COUNTY, OHIO**

IN RE: \_\_\_\_\_  
\_\_\_\_\_

:  
:  
:  
:  
:

CASE NUMBER: \_\_\_\_\_  
  
**MOTION**  
\_\_\_\_\_

Please be on notice that the within motion will be heard on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,  
by Judge / Magistrate \_\_\_\_\_ at the Hamilton County Juvenile Court located at  
800 Broadway in Cincinnati, Ohio 45202-1332. Floor # \_\_\_\_\_.

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip Code  
( )  
Area Code Telephone Number

**Certificate of Service**

I, \_\_\_\_\_, certify that I served a copy of the foregoing on the Plaintiff by  
\_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**HAMILTON COUNTY JUVENILE COURT**  
**SERVICE REQUEST**

**WRITTEN REQUEST FOR SERVICE** (Civil)  
 **PRAECIPE** (Delinquent/Criminal)

IN RE: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_  
\_\_\_\_\_

Case Type: \_\_\_\_\_ Reason for Hearing: \_\_\_\_\_

Charges: \_\_\_\_\_

A hearing is scheduled on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ : \_\_\_\_\_ AM / PM.

Judge / Magistrate: \_\_\_\_\_ Case Manager: \_\_\_\_\_

**Type of Form:** (Summons) (Subpoena) or (Notice) (List one of these selections for each address listed below.)  
(Parties) (Witnesses) (Attorney/Parties)

**Type of Service:** (Regular Mail) (Certified Mail) (Personal Service)  
(Usual Service)  
(Residential Service) or (Publication) (List one of these selections for each address listed below.)

<b><u>Type of Form</u></b>	<b><u>Type of Service</u></b>	<b><u>Name and Complete Address and Zip Code</u></b>
1. _____	_____	_____ _____ _____
2. _____	_____	_____ _____ _____
3. _____	_____	_____ _____ _____

If I have requested certified mail service, and the service is returned by the U.S. Post Office as Refused or Unclaimed, I request ordinary mail service in accordance with Civ.R. 4.6(C), (D), and (E).

Requested by: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip