

**Hamilton County Juvenile Court**  
www.juvenile-court.org

**INSTRUCTIONS & WARNING TO THE RELOCATING PARENT:**

- 1) The filing of the Notice of Intent to Relocate **does not** authorize you to relocate a minor child outside the area specified in your Parenting Time Order of the Court, including the provisions for a Shared Parenting Plan. If you wish to relocate a minor child outside the area specified in your Parenting Time Order, or Shared Parenting Plan, in ADDITION to filing the Notice, you must do one of the following BEFORE relocating: 1) file a motion for authorization to relocate the minor child(ren) and have that motion granted by the Court: or 2) present the Court with an Agreed entry signed by both parties (and each party's attorney, if applicable) permitting the relocation of the minor child(ren) and have that Agreed Entry approved and signed by the Court. The Court reserves the right to require an oral hearing prior to authorization of an Agreed Entry.
- 2) As provided in Ohio Revised Code Section 3109.051 (G), the Court shall send a copy of this Notice to the other parent of your child(ren), unless they have been convicted of or pleaded guilty to a violation of Ohio Revised Code Section 2919.25 (Domestic Violence) involving a victim, who at the time of the commission of the offense, was a member of this family or household, has been convicted of or pleaded guilty to any other offense involving a household member which resulted in physical harm to the household member, or has been determined to be the perpetrator of the abusive act that is the basis of an adjudication that a child is an abused child.
- 3) If you have reason to believe that this Notice should not be sent to the other parent or custodian, you may request a court hearing on only that issue by completing the Motion for Hearing Pursuant to ORC 3109.051(G) (4). The Motion for Hearing must be filed with the Court along with this Notice form.

If you do not request a court hearing, a copy of this Notice will be sent to the other parent

- 4) If this Notice is sent to the other parent, upon receipt of this Notice, the Court, on its Motion or on the Motion of the other parent, may schedule a hearing with notice to both parties to determine whether it is in the best interests of your minor child(ren) to revise the Parenting Schedule.

**Return this Notice to: Hamilton County Juvenile Court Clerk's Office**  
**800 Broadway, Cincinnati, Ohio 45202**

- 5) Pursuant to Ohio Revised Code Section 3109.051(G)(1), upon non-relocating parent's receipt of this Notice of Intent to Relocate, they may file a motion for a hearing to determine whether it is in the best interest of your child(ren) to revise the Parenting Schedule.

2<sup>nd</sup> page only - **WRITTEN REQUEST FOR SERVICE**

Step 1 - Case Number \_\_\_\_\_ place in upper right-hand corner

Step 2 - CUSTODY or VISITATION  
upper left-hand corner list the CHILD(REN) names

Step 3 - Case Type- "CUSTODY" or "VISITATION"

Step 4 - Type of Form (please select one below for each address listed)  
(**Summons**- a party in the case) parties are usually mother, father, and (if any) legal or physical custodian  
(**Notice**- attorneys or parties-parties are usually any social service worker)  
(**Subpoena**- nonparties as witnesses at TRIAL ONLY)

Step 5 - Type of Service  
(Usually certified mail) if not claimed by the person, the court will send out regular mail service to the party

Step 6 - Name and Address and Zip Code  
Neatly list the complete information for each party to be notified (include inmate # if incarcerated)  
(DO NOT INCLUDE YOURSELF IF DONE IN PERSON, UPON YOUR FILING YOU WILL BE SERVED YOUR NOTICE PERSONALLY)

Step 7 - Requested by PRINT NEATLY your complete name, address, zip code and telephone number.

- The Written Request for Service is attached with accurate name and address information for all parties involved in this action and/or an affidavit for Service by Publication is attached for each party that an accurate address could not be identified by diligent and reasonable effort and research.

Deputy Clerks are available to assist with filing questions and accept your filing however they are not attorneys and cannot provide answers to legal questions or act as your legal representative. If any questions, you may speak to a Deputy Clerk at the Issue Desk or call 513-946-9431.

**HAMILTON COUNTY JUVENILE COURT HAMILTON  
COUNTY, OHIO**

Support/Paternity list **Plaintiff v Defendant**  
Custody/Visitation/Delinquent list **child(ren)**

Case Number \_\_\_\_\_

**NOTICE OF INTENT TO RELOCATE  
(ORC 3109.051 (G) (1))**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you are requesting a hearing (see #2 in your instructions) do not provide your new residence address. Do provide an address where you wish to receive notice of your hearing date.**

Relocating Parent's name: \_\_\_\_\_

Relocating Parent's current address: \_\_\_\_\_

\_\_\_\_\_

Relocating Parent's new address: \_\_\_\_\_

\_\_\_\_\_

Effective date for new address: \_\_\_\_\_

Relocating Parent's cell telephone number: \_\_\_\_\_

Relocating Parent's work telephone number: \_\_\_\_\_

Relocating Parent's Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Relocating Parent

Original Filed with Clerk of Courts  
Copies to other parent and/or custodian

Judge/Magistrate \_\_\_\_\_