Hamilton County Juvenile Court, Ohio www.juvenile-court.org

Instructions for

Objections to Magistrate's Decision or Motion to Set Aside Magistrate's Order Motion for Reconsideration of Magistrate's Decision/Order

Motion for Reconsideration of Magistrate's Decision/Order

The information below does not apply to this Motion. This motion does not require an appearance nor Request for Service. You will be notified by the Magistrates office within 3 weeks of your filing.

Instructions for Filing

If you think that the magistrate has not determined the factual issues or applied the law correctly, you may file **Objections to the Magistrate's Decision** or **A Motion to Set Aside the Magistrate's Order**. Your request must be in writing, and typed or neatly handwritten. You must include the date of the order or decision and the specific reasons for your motion or objection. If you are unsure whether the magistrate's action was an **order** or a **decision**, review the Magistrates written report of the hearing. The top of the page should indicate 'Order' or 'Decision.' A Motion to Set Aside must be filed no later than 10 days after the Magistrate's Order is filed. Objections to a Magistrate's Decision must be filed within 14 days of the filing of the Magistrate's Decision or within 10 days of the filing of another party's objections. You must serve the Motion or Objection on all parties.

Scheduling the Hearing and Serving the Parties

The Clerk's Office will provide you with the date and time and the judge's name for the initial hearing on your Motion or Objection. You must serve, by regular mail, your Motion or Objection on all other parties or the opposing side. To obtain service, you must submit a **Written Request for Service** form to the Clerk's Office

Written Transcripts; Estimates and Costs

In most cases, the judge will need a written transcript of the hearing(s) to review the magistrate's action. You are responsible for the costs of transcripts. Fees to prepare a transcript are charged by the page. A general estimate for a half-hour hearing is approximately \$100-\$150. The Court Reporter will give you an estimate cost for your case and identify the hearing date(s) to be transcribed.

The Court Reporter may require you to submit a written order. The Court Reporter will not begin transcription until payment arrangements are made and you submit a written order if required. Payments are made directly to the Court Reporter not the Clerks Office. If you fail to submit your order to the Court Reporter in a timely manner, your objection or motion may be denied.

To contact the Court Reporter and/or order a transcript:

If your case has been scheduled before Judge Bloom, call 513-946-9213 If your case has been scheduled before Judge DeGraffenreid, call 513-946-9204

Instructions for Written Request for Service

-	
Step 1 - Case Number	place in upper righthand corner
Step 2 - For Paternity or Support Cases	
Place in upper left-han	nd corner list PLAINTIFF – vs – DEFENDANT
Example: Jane Doe	John Doe
-VS-	-VS-
John Doe	Jane Doe
For Custody, Visitation, or Delir	nquency Cases
Place Child(ren) name	s in upper left-hand corner
Step 3 - Type of Case - Paternity, Support,	Custody, Shared Parenting Visitation, Delinquency.
	parties are usually mother, father, and (if any) legal or physical custodianties are usually any social service worker)
Step 5 - Type of Service – Certified Mail	
If not claimed or refused 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, telephone number, and Email Address

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.

Form 1411 (Revised 8/23)

HAMILTON COUNTY JUVENILE COURT, OHIO

Support/Paternity list Plaintiff v Defendant Custody/Visitation/Delinquency list Child(ren)	CASE NUMBER
	MOTION TO SET ASIDE MAGISTRATE'S ORDER
	, who hereby moves the Court to set aside the My motion is based on the following:
	Signature
	Print Name
	Address
	CitySTZip
	Email
	CERTIFICATE OF SERVICE
	, certify that I served a copy of the foregoing on
Signature / Date	<u> </u>

HAMILTON COUNTY JUVENILE COURT, OHIO

stody/Visitation/Del	<u>Plaintiff v Defendant</u> inquent list child(ren)					
			CASE NUMBER _			
se Type:		Charges:				
Civil		Delinque	nt/Criminal	Delinquent/0	Criminal	
nearing is sched	uled on	the date	20, at year time	:	AM / PM.	
ge / Magistrate	:		Case Manager:			
pe of Form:	(Summons) (Subpo	pena) or (Notice) (List one seesses Attorney/Parties	election for each address listed	below.)		
pe of Mail Serv		d) (Personal) (Residential)	or (Publication) (List one	e selection for eac	h address listed below.)	
Form	Service	Name			·····	
		Address				
						Zip
						Zip
Form	Service	Name				Zip
Form	Service					Zip
Form	Service	Name				
		Name Address				
Form	Service	Name Address Name Address				Zip
		Name Address Name				Zip
Form	Service	Name Address Name Address				Zip
Form	Service	Name Address Name Address				Zip
Form	Service Service	Name Address Name Address Name Address				Zip
Form Form	Service	Name Address Name Address Name Address	Post Office as Refused or U	nclaimed, I requ		Zip
Form Form have requested ceordance with Civ.I	Service Service Service Service Tified mail service, and the R. 4.6(C), (D), and (E).	Name Address Name Address Name Address Name Address				Zip