

## Hamilton County Juvenile Court, Ohio

www.juvenile-court.org

### INSTRUCTIONS FOR MOTION FILINGS

**\$100.00** Filing fee for any Child Support or Paternity Motions

**\$150.00** Filing fee for any Subsequent Custody, Shared Parenting, Parenting time, Visitation/Companionship and Contempt Motions

**\$100.00** Cost for Service by Publication is an additional

**\$50.00** Drivers license restoration

- Complete all Forms, use black or blue ink. Print neatly or type.
- For any Custody, Shared Parenting, Parenting Time, or Visitation/Companionship motion, you must also complete the Triple P Parenting Course (see notice in packet for details). You will submit your certificate of completion to the Court at your first court date.

All pages follow steps 1 and 2

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

Step 2 – Custody, Visitation/Companionship or Delinquency cases  
upper left-hand corner list the Child(ren) names

**or if**

Paternity or Support Cases

upper left-hand corner list PLAINTIFF – vs – DEFENDANT

**Example:** Jane Doe            John Doe

-vs-                                -vs-

John Doe                        Jane Doe

Make sure the **Service Form** 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. Follow instructions below:

Step 3 - Case Type – Custody, Shared Parenting, Visitation, Support or Paternity etc..

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)

**PUBLICATION IS NOT ACCEPTABLE LEGAL SERVICE ON SUPPORT/PATERNITY CASES**

Step 5 - Type of Mail Service

(Certified) if unclaimed 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 E-mail 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 513-9431

**JUVENILE COURT HAMILTON COUNTY, OHIO**

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

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

**MOTION TO MODIFY/TERMINATE  
SHARED PARENTING**

*Minor Child(ren) Names*

MEDIATION SERVICES OR COUNSELING FOR SHARED PARENTING HAS BEEN COMPLETED BEFORE THIS FILING? \_\_\_\_\_ YES \_\_\_\_\_ NO

THE REASON YOU ARE FILING THIS MOTION:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

( )

\_\_\_\_\_  
Area Code Telephone Number

\_\_\_\_\_  
Email

.....  
Certificate of Service

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

HAMILTON COUNTY JUVENILE COURT, OHIO

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

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

CASE NUMBER

Case Type: Civil Charges: Delinquent/Criminal Delinquent/Criminal

A hearing is scheduled on the 20, at : AM / PM.

Judge / Magistrate: Case Manager:

Type of Form: (Summons) (Subpoena) or (Notice) (List one selection for each address listed below.)

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

- 1. Form Service Name Address Zip
2. Form Service Name Address Zip
3. Form Service Name Address Zip
4. Form Service Name Address Zip
5. Form Service Name Address Zip

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

E-mail:

Dear Petitioner,

You are receiving this notice because you have asked the Hamilton County Juvenile Court to decide issues of custody or visitation for a child. All parties to custody and visitation cases in Hamilton County Juvenile Court are required to complete the Positive Parenting Program, or **Triple P**.

There are no costs and you can use the program online from your home. It's an individualized program of six to eight sections called "modules" to help support parents in their journey to raising happy and resilient children. Each module will take less than one hour to complete.

Once complete, you will be issued a certificate that you must present, either in print or from your phone, to the Magistrate or Judge assigned to your case. Please come to that first hearing prepared to discuss what you learned. Failure to provide proof of completion will impact your case. . Your certificate of completion is valid for one year and you do not have to retake the Triple P course if a new custody complaint is filed during that year. You still must show your certificate of completion at the first hearing.

If you are unable to complete the course prior to your first court date, you are still required to attend your scheduled hearing. At the hearing, you may ask for more time from the Magistrate or Judge in order to complete the course.

**Access Triple P via: Link:** <https://tinyurl.com/JuvCourtPPP>.

**Scan the QR Code:**



**Visit HCJC Website:** <https://juvenile-court.org/>



## TRIPLE P: POSITIVE PARENTING PROGRAM FREQUENTLY ASKED QUESTIONS

### What is Triple P Online?

Triple P Online offers tools and strategies to parents to build good relationships with their child/teenager, set boundaries and rules, and follow up with consequences that are not harmful. Triple P is one of the few parenting programs that is evidence-based and proven to work.

### Am I required to complete the Triple P course?

Yes.

\*For a dependency action where the child is under protective supervision, or in the legal custody of Job and Family Services, this requirement does not apply to the parent, legal custodian, guardian, or GAL.

### How much time does Triple P take to complete?

There are six sections for parents/guardians of children 0-12; there are eight sections for parents/guardians of teens. Each section takes less than one hour to complete, and includes a mix of videos, worksheets, tips, and activities. You do not need to do all sections at one time. You can move through the sections at your own pace. You will receive a certificate when you complete the course.

### What do I do with my certificate of completion?

Custody case: You must provide your certificate of completion to the Court at your first court hearing. Failure to complete this course may negatively impact the outcome of your case. Your certificate is valid for one year, and you do not have to retake the course if there is an additional custody filing within that one year window. You still must show your certificate of completion at the first hearing after any new filing.

Probation: Provide your certificate of completion to your child's Probation Officer before your child's Probation term ends.

### What is the cost to complete Triple P?

It's free. The State of Ohio pays for the program.

### How do I access Triple P?

Use the link or QR code below. You can access it from your home computer, cell phone, library, or anywhere with internet access. Remember there are two courses – for parents/guardians of children 0-12 and parents/guardians of teens – so be sure to complete the correct course.

Link: <https://tinyurl.com/JuvCourtPPP>

