

Hamilton County Juvenile Court

www.juvenile-court.org

INSTRUCTIONS FOR NOTICE OF RELOCATION:

1. If you are moving inside the area specified in your Parenting Time Order or Shared Parenting Plan:
 - a. Completely fill out and file the Notice of Relocation with the Clerk's Office BEFORE relocating.
 - b. The Court will send a copy of the Notice to the other parent of your child(ren), unless you have filed an affidavit to keep your address confidential with the Court.
 - c. The Court will issue an entry noting your relocation within two weeks.
2. If you are moving outside the area specified in your Parenting Time Order or Shared Parenting Plan:
 - a. Completely fill out and file the Notice of Relocation with the Clerk's Office BEFORE relocating.
 - b. You must also do one of the following BEFORE relocating:
 - i. File a motion to modify the current Parenting Time Order, Visitation Order, or Shared Parenting Plan AND have the motion granted by the Court; or
 - ii. Present the Court with an Agreed Entry signed by both parties (and their attorneys, if applicable) permitting the relocation of the minor child(ren). Have that Agreed Entry approved and signed by the Court.
 - iii. The Court may require an oral hearing prior to approval of the Agreed Entry.
 - c. The Court will not issue an entry regarding your request without the filing of one of the forms in 2(b) above.
3. The Court will send a copy of this Notice to the other parent/guardian. If there is a current Court order from another Court prohibiting the other party from having your address, you must attach a copy of that order to this Notice.
 - a. If you believe that the Notice of Relocation should NOT be sent to the other parent/custodian, and you do not have a copy of that order, you may request a court hearing on only that issue by completing the Request for Hearing. The Request for Hearing must be filed with the Court along with the Notice of Relocation form.
 - b. If you do not request a court hearing, a copy of this Notice will be sent to the other parent/guardian.
4. If this Notice is sent to the other parent/guardian, that parent/guardian or the Court may request a hearing to determine whether it is in the best interest of your minor child(ren) to revise the Parenting Schedule pursuant to Ohio Revised Code Section 3109.051(G)(1).

WARNING TO THE RELOCATING PARENT:

The filing of the Notice of Intent to Relocate DOES NOT authorize you to relocate the minor child(ren) outside the area specified in your Parenting Time Order or Shared Parenting Plan. You are not authorized to relocate the minor child(ren) until you receive an entry from the Court signed by a Judge or Magistrate.

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

Instructions for 2nd page: **WRITTEN REQUEST FOR SERVICE**

Step 1 – Write case number in upper right corner

Step 2 – Write child(ren) name(s) in upper left corner

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

Step 4 – Type of Form – This form is a summons for the other party.

Step 5 – Type of Service – Certified mail. If not claimed by the person, the Court will send out regular mail service. Publication is not permitted for this filing.

Step 6 – Neatly write the name, address, and zip code for each party to be served. Include inmate number if incarcerated. Do not include yourself.

Step 7 – "Requested by" – Neatly print your name, address, zip code, and telephone number.

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

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: