

Hamilton County Juvenile Court, Ohio (www.juvenile-court.org)
Information & Instructions for Establishment or Disestablish Paternity, Child Support or
Objection to Administrative Order of Support by CSEA

Filing Fees: **\$115.00** New Paternity / **\$100.00** Child Support Complaint or Motion/Set Aside

Complete all Forms, use black or blue ink and type or print neatly

ONLY READ THE CHECKED AREA FOR THIS PACKET

_____ **COMPLAINT for PATERNITY** _____ **MOTHER** or _____ **FATHER**

- If child(ren) is in the Divorce Decree-Stop here go to Domestic Relations Court 3rd Floor 800 Broadway
- You must request an administrative determination of paternity through CSEA first unless you are:
 - a) A mother seeking a finding of paternity and either child support or an allocation of parental rights and responsibilities.
 - b) An alleged father seeking a finding of paternity & have filed for parenting time or custody or are filing for parenting time or custody with this filing for paternity.
 - c) A caretaker seeking a finding of paternity and child support. Even if you are seeking the above, it could be quicker & more cost effective to file for paternity through CSEA.
- You must submit child(ren) birth certificate(s) (information on how to obtain – see pg. 2)
 - Or, I have requested birth certificate(s) through the court. Each certificate costs \$22 and payment is required at the time of request.
- The party requesting paternity must select an accredited testing facility
 - a) Required parties are to appear in person and must validate each person's identity
 - b) Must maintain a chain of custody
 - c) The chain of custody must be included with the DNA test. The person requesting the testing is responsible for the cost unless otherwise ordered by court.
- The IV-D application which is included in this packet must be completed

_____ **COMPLAINT for SUPPORT**

- If child(ren) is in the Divorce Decree-Stop here go to Domestic Relations Court 3rd Floor 800 Broadway
- You must submit child(ren) birth certificate(s) (information on how to obtain – see pg. 2)
- The IV-D application which is included in this packet must be completed

_____ **PETITION to SET ASIDE ACKNOWLEDGEMENT of PATERNITY**

- If child(ren) is in the Divorce Decree-**Stop** here go to Domestic Relations Court 3rd Floor 800 Broadway
- The Paternity findings you are attempting to set aside must have been made through an acknowledgement of paternity, an administrative action, or a Court order without DNA testing
- You must submit child(ren) birth certificate(s) (information on how to obtain – see pg. 2)
- Party requesting to Set aside paternity must provide a DNA test taken no more than six (6) months prior to the date of filing that excludes the person from paternity. Test must be from an accredited testing facility for DNA testing.
 - a) Require parties to appear in person and must validate each person's identity
 - b) Must maintain a chain of custody

_____ **OBJECTION to ADMINISTRATIVE ORDER of SUPPORT by CSEA**

1. Must be filed within fourteen (14) calendar days of the administrative hearing.
2. Must allow time for CSEA paperwork to be filed with the court prior to filing an objection.
3. Filing after fourteen (14) days is by motion with a filing fee of **\$100.00**.
4. Service is usually done by notice to the other parties by certified mail.
5. You have the option to file Motion for Stay of Administrative Support Order per "Ohio Revised Code 3111.84, the administrative support order shall remain in effect while the decision on the objection is pending unless a party requests and is granted a stay by the court. You must file a motion to request that the administrative order be stayed." A copy of a motion to stay is available on the Hamilton County Juvenile Court web site

R.C. 3111.84 (registration of initial order)

Either parent of a child who is the subject of an administrative support order may object to the order by bringing an action for the payment of support and provision for the child's health care under section 2151.231 of the Revised Code in the Juvenile Court or other Court with jurisdiction under section 2101.022 or 2301.03 of the revised Code of the county in which the child support enforcement agency that issues the order is located. The action shall be brought not later than fourteen (14) days after the date of the issuance of the administrative support order. The administrative support order shall remain in effect during the pendency of the objection unless a party request and is granted a stay by the court. The administrative support order is final and enforceable by a court or child support enforcement agency fourteen (14) days after the order is issued and may be modified only as provided in Chapters 3119., 3121., and 3123. Of the Revised Code.

R.C. 3119.63 (modification)

(G) If an agency determines revised support obligations under division (F) of this section, give notice to the obligor and obligee of the revised amount of child support, that they may request a court hearing on the revised amount within fourteen (14) days after notice of the revised amount is issued, and that the agency will submit the revised amount of child support to the court for inclusion in a revised court child support order, if neither the obligor nor the obligee requests a court hearing on the revised amount of child support.

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, Ohio

Case Number: _____

Plaintiff

Address

City St Zip

-VS-

**Complaint to Establish
Father / Child Relationship
(By Alleged Father)**

Defendant #1 / Mother

Address

City St Zip

Defendant #2/Alleged Father

Address

City St Zip

Now comes the plaintiff, _____, pursuant to O.R.C. 3111.02 and states that:

Child _____ DOB _____ Child _____ DOB _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Child _____ DOB _____ Child _____ DOB _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Defendant # 1 / Mother, _____, is the mother of the above name child(ren).

Defendant # 2 / Alleged Father, _____, could be the father of the above name child(ren).

Plaintiff, _____, under 3111.03 O.R.C. (is) / (has been determined to be) / (believes he is) / (is presumed to be) the father of the above name child(ren).

Plaintiff, _____, believes that he may be the father of the above name child(ren). Financial assistance through the Hamilton County Department of Job and Family Services (has) / (has not) / (has not, to my knowledge,) been provided for the child(ren).

Wherefore, the plaintiff prays for this Court to issue an order:
Establishing the existence of a parent and child relationship between the plaintiff and the child(ren), _____;
Establishing reasonable support payments for the child;
Granting to the plaintiff any other relief to which he is entitled.

Plaintiff Signature

Attorney for the Plaintiff
Form 831 rev 8/23 (1P)

_____ CSEA

**APPLICATION FOR CHILD SUPPORT SERVICES
NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT**

IMPORTANT: If you are receiving ADC or Medicaid, do not complete this application because you became eligible for child support services when you signed the ADC/Medicaid application.

I, _____, request child support services from the _____ CSEA (Child Support Enforcement Agency). I understand and agree to the following:

- A. I am a resident of the county in which services are requested and no other Ohio county has jurisdiction over support – OR – I am requesting services from the Ohio county of jurisdiction.
- B. The only fee that can be charged for services is a one dollar application fee. Some counties pay this fee for the applicants.
- C. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached rights and responsibility information).
- D. In providing IV-D services, the CSEA and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

The Child Support Enforcement Agency can assist you in providing the following services:

- 1. **Location of Absent Parents.**
The agency can assist in finding where an absent parent is currently living, in what city, town, or state. The applicant can request 'Location Only Services', if the sole need is to find the whereabouts of the absent parent.
- 2. **Establishment or Adjustment of Child Support and Medical Support.**
The CSEA can assist you to obtain an order for support if you are separated, have been deserted, or need to establish paternity (fatherhood). The CSEA can also assist you in changing the amount of support orders (adjustment), and to establish a medical support order.
- 3. **Enforcement of Existing Orders.**
The CSEA can help you collect current and past-due child support.
- 4. **Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.**
The agency can collect past-due support (arrearages) by intercepting a payor's federal and state income tax refunds in some cases.
- 5. **Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.**
The agency can help you get payroll deductions for current and past-due child support and can intercept unemployment compensation to collect child support.
- 6. **Establishment of Paternity.**
The agency can obtain an order for the establishment of paternity (fatherhood), if you were not married to the father of the child. An absent parent may request paternity services.
- 7. **Collection and Disbursement of Payments.**
The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Past-due support collected will be paid to you until all of the past-due support you are owed is paid.
- 8. **Interstate Collection of Child Support.**
The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.

APPLICANT INFORMATION

Name: _____	Date of Birth: _____
Home Address: _____ _____	Mailing Address: _____ _____
Home Phone #: _____	
Social Security #: _____	Sex: _____
Race: _____	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated
Relationship to Children: _____	
Military Service (Branch, Dates): _____ _____	Ever been on Public Assistance? (When and Where) _____ _____

EMPLOYER INFORMATION

Employer Name: _____	Employer Phone #: _____
Employer Address: _____ _____	Is Medical Insurance Available? _____

	CHILD 1	CHILD 2	CHILD 3
Name:			
Sex:			
Race:			
Social Security #:			
Date of Birth:			
Home Address:			

Location of Birth: (Country, State, City)			
Has Paternity (Fatherhood) been Established?			
Name(s) of Absent Parent(s):			
Is there an Order for Support?			
Is the Child covered by Medical Insurance?			

ABSENT PARENT INFORMATION

	PARENT 1	PARENT 2	PARENT 3
Name (and alias):			
Home Address:			
Mailing Address:			
Social Security #:			
Date of Birth:			
Location of Birth (Country, State, City):			
Race:			
Sex:			
Height / Weight:			
Hair / Eye Color:			
Identifying Marks (Tattoos, scars, etc.):			
Names of Children:			
Name and Address of Employer:			

Employer Phone #:			
Medical Insurance Provided?			
Support Order #:			
Date of Support Order:			
Amount of Support:	\$	\$	\$
Order Frequency:	Per	Per	Per
Location where Order was issued:			
Military Service (Branch, Dates):			
Ever Incarcerated? (Location, Dates):			
Arrest Record (Location, Dates):			
Name, Address Current Spouse:			
Father's Name:			
Mother's Name (Maiden):			
Ever been on Public Assistance? (Location, Dates)			

Type(s) of Service(s) Requested:

- All services listed
- Location of absent parent only
- Other (please explain)

I understand that the Child Support Agency within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (IV-D Services).

Signature of Applicant: _____

Date: _____

HAMILTON COUNTY JUVENILE COURT, OHIO
PERSONAL IDENTIFICATION FORM

CASE NUMBER: _____

1. Child(ren) Information below:

Name: _____ DOB: _____ Sex: _____
Name: _____ DOB: _____ Sex: _____
Name: _____ DOB: _____ Sex: _____
Name: _____ DOB: _____ Sex: _____
Name: _____ DOB: _____ Sex: _____
Name: _____ DOB: _____ Sex: _____

2. Parent (1) Name _____ (Alias) _____ DOB _____
Complete Address _____ City _____ ST _____ Zip _____
E-mail _____ Phone Number (____) _____

3. Parent (2) Name _____ (Maiden/Alias) _____ DOB _____
Complete Address _____ City _____ ST _____ Zip _____
E-mail _____ Phone Number (____) _____

4. Presumed/Alleged Father's Name _____ (Alias) _____ DOB _____
Complete Address _____ City _____ ST _____ Zip _____
E-mail _____ Phone Number (____) _____

5. Complainant/Petitioner relationship with child(ren) _____

6. Complainant/Petitioner #1 Name _____ DOB _____
Complete Address _____ City _____ ST _____ Zip _____
E-mail _____ Phone Number (____) _____

7. Complainant/Petitioner #2 Name _____ DOB _____
Complete Address _____ City _____ ST _____ Zip _____
E-mail _____ Phone Number (____) _____

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: