



COURT OF COMMON PLEAS PROBATE / JUVENILE DIVISION
GEAUGA COUNTY, OHIO - JUDGE TIMOTHY J. GRENDALL
Courthouse Annex, 2nd Floor 231 Main Street, Suite 200
Chardon, Ohio 44024
Telephone No. 440-279-1830
Fax Probation: 440-285-5025 Fax Court: 440-285-8751

COURT POLICY REGARDING COURT EMPLOYEES PROVIDING LEGAL ADVICE

Ohio law and Codes of Conduct prohibit court employees, including deputy clerks, Resource Center staff, and Help Center staff from providing legal advice.

Deputy clerks may review paperwork that you present for filing to determine whether you have: (i) provided all required information, including required names, initials, and addresses, (ii) signed where required, and (iii) filed all paperwork, required by law, including the local court rules, such as required affidavits or instructions for service.

However, Deputy Clerks cannot tell you whether the paperwork that you present to the Clerk's Office, or the content of that paperwork, is adequate to satisfy your needs or intentions or satisfies all legal requirements, including the local court rules.

If you need legal advice, you should contact your attorney, otherwise call the Geauga County Bar Association at 440-286-7160 or the Legal Aid Society of Cleveland at 888-817-3777.

Help Center - The Court has established a Help Center. While the Help Center staff cannot provide you with legal advice, if you are not represented by an attorney, then the Help Center can assist you by providing general legal information and providing access to legal forms. A deputy clerk or Resource Center staff can give you additional information concerning the Help Center.



**RESOURCE CENTER
INSTRUCTION SHEET FOR PRO SE FILINGS
[Change of Child Support Only]
[For Parent and Nonparent – Motion]**

WARNING

This Instruction Sheet provides you with a brief overview of the subject matter. It may not provide you with all the information that you require to be fully informed of the law that is applicable to your case. While the Resource Center can provide you with a limited amount of information, the Resource Center cannot provide you with legal advice, and this Instruction Sheet is not intended to provide you with legal advice that is applicable to your case. You must decide how to best use the information and instructions provided without the benefit of legal advice unless you retain an attorney.

Background - The Resource Center cannot provide you with any legal advice regarding the selection or preparation of legal forms. The Court's Help Center offers a few legal forms and information sheets for your consideration, which are included in this package. Before selecting, completing, and filing the legal forms offered to you in this package, the Resource Center recommends that you first seek legal advice from an attorney of your choosing or seek assistance from the Court's Help Center.

This package includes a Motion. The primary purpose of this motion is for a Parent or Nonparent, who is paying or receiving child support, and wants to obtain a court order to change that child support order. A Motion should be selected if there already is a legal proceeding in this Court regarding the child support of a minor child, no matter how long ago that legal proceeding was initiated. If a legal proceeding was never initiated in this Court regarding the minor child, then a Complaint should be selected. The Resource Center has other packages for Complaints.

General Instructions

1. All forms must be typed or completed with blue or black ink, and the printing must be legible.
2. The Motion offered in this package is intended for a Parent or Nonparent of minor child who wants to change a child support order.
3. Certain documents must be notarized. Do not sign any document that must be notarized unless you are signing before a notary, including a deputy clerk, who is authorized to serve as a notary.
4. Do not present for filing any document in this package without first presenting to a deputy clerk (1) a government-issued photographic identification (e.g., a current driver's license or passport),

and (2) evidence of current mailing address (e.g., recent utility bill, bank statement account, property tax bill, voter registration card).¹

5. Be prepared to pay a court cost deposit, which should not exceed \$50. A deputy clerk will accept cash, personal check, or credit card. If you are an “indigent,” then you may not be required to pay the court cost deposit. In that case prepare and file the Financial Disclosure Form (ODP-206R), together with the Motion. A deputy clerk can supply you with that form.²

The Forms

1. **Motion** – Form GC Juv 015 (Motion to Modify Child Support Obligation).

Key Notes

- DO NOT insert a minor child’s name in the Motion. Only insert the child’s initials where appropriate. You will provide the Court with the minor child’s name and other pertinent information by preparing and filing a confidential document as explained below in item 2.
2. **CONFIDENTIAL INFORMATION** – Form GC JF 5.0 (Disclosure of Confidential Child Information).

Key Notes

- The purpose of this form is to keep confidential the identity of minor children. Accordingly, this form is not a public record and will be kept in a separate confidential file.
3. **INSTRUCTIONS FOR SERVICE** - Form GC JF 7.0 (Request for Service).

Key Notes

- A deputy clerk must provide all persons, who have a direct interest in the matter and the minor child,³ a copy of the Motion. Those persons are identified either in form GC JF 5.0 (Disclosure of Confidential Child Information) or the Court’s docket, including Geauga County Job and Family Services – Child Support Enforcement Department. Persons who may have to be served include any attorney of record (including the county prosecutor). This form must be prepared and filed in order to give the deputy clerk the necessary information and directions. If you are unsure who are the parties or their attorneys, then a deputy clerk should be able to provide you with their names and addresses.
- If the address of an interested person is unknown, then you must arrange for that person to be notified by “publication” of a copy of the Motion.
 - Form GC JF 3.1 (Affidavit for Service by Publication) – you must prepare and file this form together with Form GC JF 7.0 (Request for Service) if the address of an interested person is unknown. If you select publication by the Court’s website, then

¹ Rule 10 of the Geauga County Juvenile Court Local Rules.

² Rule 5 of the Geauga County Juvenile Court Local Rules.

³ Again, see Rule 2(Y) of the Ohio Rules of Juvenile Procedure.

prepare the top portion (including the person's name and last known address) of form GC JF 3.2A – Court's Website Publication Notice. The clerk will insert the hearing information.

- Note that at the bottom of Form GC JF 3.1 (Affidavit for Service by Publication) you must select whether "publication" should be made by newspaper or by the Court's website. Newspaper publication will have a significant cost while website publication does not.
- If you select newspaper publication, then you must prepare and file Form GC JF 3.2 (Instructions for Service by Newspaper Publication).

Help Center Information Sheets

Before preparing and filing any pleading or other documents with the Court, you should read the following Help Center Information Sheets that may be applicable, which can be obtained from the Court's website, the Resource Center, or the Help Center.

- Child Support
- Jurisdiction of Ohio Juvenile Courts

**IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO**

In Re: _____
A Minor

Case No. _____

I.D. No. _____

MOTION TO MODIFY CHILD SUPPORT OBLIGATION

Judge Timothy J. Grendell

Filed by: _____

- 1. This Motion concerns the minor child(ren), whose initials are set forth below and whose name, date of birth, and current address are described in a separate confidential document filed with the Court, (the "Children.").

Minor Children Initials: _____

- 2. The Court or Child Support Enforcement Agency ordered that _____ ("Payor") pay child support regarding the Child(ren).

- 3. Select one:

Payor is current in the payment of child support under the present court or administrative order.

Payor is in arrears in the payment of child support under the present court or administrative order in the amount of \$_____.

- 4. Select if applicable:

calculating child support solely accordance with the Guidelines would be unjust or inappropriate and would not be in the best interest of the Child(ren).

- 5. Other:

7. I seek such additional relief as the Court deems appropriate in law or in equity.

Street Address

Signature

City, State, Zip code

Telephone Number

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
GEAUGA COUNTY, OHIO

In Re: _____
A Minor

Case No. _____

I.D. No. _____

DISCLOSURE OF CONFIDENTIAL
CHILD INFORMATION

Judge Timothy J. Grendell

Filed by: _____

The following is CONFIDENTIAL information concerning the identity of Child(ren), who are identified in this court proceeding by their initials, and the parents.

1. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

2. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

3. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

4. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

5. Initials: _____ Child's Name: _____ D.O.B. _____
Child's Address: _____ Custodian _____
Father is: _____ D.O.B _____ Paternity Established [] Yes [] No

Mother is: _____ D.O.B. _____

Dated: _____

Signature _____

Attorney Reg. No. _____

**Court of Common Pleas
Juvenile Division
Geauga County, Ohio**

In Re _____

Case # _____

INSTRUCTIONS FOR SERVICE

ID # _____

Judge Timothy J. Grendell

Please serve the following document: _____.

Upon the following:

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Name: _____

Address: _____

Certified Mail/Return Receipt Sheriff/Constable by Personal or Residence

Other _____

Sign here: _____

Print Name: _____

Telephone: _____

Attorney Reg. No. _____