

**GEAUGA COUNTY PROBATE COURT
JUDGE TIMOTHY J. GRENDALL**

CHECKLIST – JOINT DECLARATION OF PATERNITY

These instructions are provided as a public service of the Geauga County Probate Court, are intended as a guideline only, and are not legal advice. Depending on the circumstances of each case, additional steps may be required that are not listed below. The clerks are not attorneys and therefore cannot answer legal questions or assist you in completing the forms or deciding which forms apply to your situation. The documents that you file must be typewritten or legibly handwritten, and completed in their entirety. The clerks may refuse for filing illegible or incomplete documents. The Court recommends that you obtain legal advice from your attorney or obtain assistance from the Court's Help Center before preparing and filing any forms. You may make an appointment with the Help Center by calling 440-226-7339.

Initial Steps

- Read R.C. 2105.25
- Obtain a Certified Copy of Birth Certificate of Adult Child (the long form showing city, county and state of birth)
- Obtain a genetic testing report, which confirms that the alleged father is the biological father of the adult child
- If mother is deceased, then obtain her death certificate
- If the mother is adjudicated incompetent, then obtain guardianship letters of authority
- Obtain Identification as noted below

Filing Requirements

1. **Form GC PF 22.8 – Joint Declaration of Paternity.**
2. **Form GC PF 22.10 – Order Affirming Joint Declaration of Paternity**
3. **Certified Copy of Birth Certificate of Adult Child** (the long form showing city, county and state of birth)
4. **Genetic Testing Results** – confirming the alleged father is the biological father of the adult child.
5. **Identification** - [if a signatory to the Joint Declaration of Paternity is not represented by an attorney - see Geauga Probate Local Rule 78.10], then for each such signatory (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).
6. **Form CG PF 22.9 – Affidavit Affirming Joint Declaration of Paternity** - while not required, see the Additional Notes below.
7. **Mother's Death Certificate or Guardianship Letters of Authority** – may be required, see Additional Notes below.

Additional Notes

- Venue. The Joint Declaration of Paternity must be filed in the alleged father's county of residence.
- Supporting Affidavits. If available, you should prepare and file with the Court an Affidavit of each signatory to the Joint Declaration of Paternity using the form GC PF 22.9 – Affidavit Affirming Joint Declaration of Paternity.
- Status of Mother.
 - If the mother is deceased, then file the Mother's death certificate (redacting her social security number).
 - If the mother is adjudicated incompetent, then file a copy of the guardian's letters of authority.