



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. 440-226-4446  
Fax Probation: 440-375-6811 Fax Court: 440-375-6810

### **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  
[Private Custody Case]  
[For Nonparent Use – 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 Nonparent to obtain custody of a child(ren). A Motion should be selected if there is a legal proceeding in this Court regarding the 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 Motions offered in this package are intended for a Nonparent who has an interest in a minor child and seeks a child custody order. If you are a Parent and you decide to file a Motion regarding custody or parenting time (i.e., "visitation" rights), then the Resource Center has another package for a Parent.
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).<sup>1</sup>

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.<sup>2</sup>
6. **NOTE - This package only provides a method for a nonparent to intervene in an ongoing child support legal proceeding to obtain a companionship order as permitted by R.C. 3109.051(B).**

## The Forms

### 1. Motions

- a. **Motion to Intervene** – Before you may file a Motion for Custody in a private custody, you must first obtain permission from the Court to file that motion. You do so by first filing a Motion to Intervene (Form GC Juv 020A.1), which essentially is asking the Court’s permission to file your Motion for Custody.
- b. **Motion for Custody** – You must prepare and attach to the Motion to Intervene a separate Motion for Custody (Form GC Juv 020C). The Clerk may permit you to file both Motions at the same time, but the Court must grant the Motion to Intervene before the Motion for Custody is effective.

### Key Notes

- If you are unsure whether the pending legal proceeding is a private custody case or a JFS case, a deputy clerk can provide you with that information.
- 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.
- **Supporting Facts** – It is critical that you describe in detail the specific facts, in paragraph 3 of the Motion to Intervene (Form GC JUV 020A.1) and in paragraph 3 of the the Motion for Custody (Form GC Juv 020C), which support your claim for a need to change custody.

**WARNING** - The Court may deny the motion to intervene.<sup>3</sup> A grandparent or other family member does not have an automatic right to be a party to a child custody proceeding. The Court may be more willing to grant a motion for intervention seeking child custody if the nonparent has a significant history of caring for the child. Generally, the nonparent must be able to prove that the nonparent has undertaken care and control of the child in the absence of parental supervision or parental permission and the child has relied upon that nonparent for

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<sup>1</sup> Rule 10 of the Geauga County Juvenile Court Local Rules.

<sup>2</sup> Rule 5 of the Geauga County Juvenile Court Local Rules.

<sup>3</sup> See Civ. R. 24. See also *In re A.W.*, 2022-Ohio-1097 (11<sup>th</sup> App. Dist., Ashtabula Cty.), *In re L.M.*, 2021-Ohio-1630 (12<sup>th</sup> App. Dist., Preble Cty.), and *In re J.B.*, 2016 WL 4497100 (8<sup>th</sup> App. Dist., Cuyahoga Cty.)

support. Examples would be if you have custody of a child under (i) Custody Power of attorney, (ii) Caretaker Authorization Affidavit, or (iii) Relinquishment Agreement.

- **Emergency Order** – If you want the Court to issue an emergency custody order, then sure to check the box requesting an emergency order and the type of order (i.e., custody or companionship time).
- Generally, a Nonparent must first obtain the Court's permission to be a party to a pending litigation before filing a motion or custody or companionship time. Thus, a Motion to Intervene must be filed.

## 2. 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,<sup>4</sup> a copy of the Motion, which may include attorneys and a guardian ad litem. This form must be prepared and filed by you 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.

## 3. ALLEGATION AFFIDAVIT – Form GC Juv 038 (Affidavit)

### Key Notes

- If you are requesting in the Motion that the Court issue an emergency (ex parte) custody or companionship time order, then you should prepare and file with the Motion an affidavit that sets forth specific facts, which support your allegation that there is an emergency regarding the minor child and thus the Court should issue an immediate emergency order.

## 4. 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.

## 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.

- Nonparent Rights
- Child Support
- Jurisdiction of Ohio Juvenile Courts
- Temporary Emergency Jurisdiction

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<sup>4</sup> Again, see Rule 2(Y) of the Ohio Rules of Juvenile Procedure.

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

In Re: \_\_\_\_\_  
A Minor

Case No. \_\_\_\_\_

I.D. No. \_\_\_\_\_

**MOTION TO INTERVENE**

Filed by: \_\_\_\_\_ and \_\_\_\_\_

1. This Motion to Intervene, which is filed pursuant to Civ.R. 24, relates to 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. I am/we are related to the Child(ren), and have an interest in the welfare of the Children, as follows: \_\_\_\_\_

3. The reasons why I/we should be permitted to intervene are:

4. The court order requested below is in the best interest of the Child(ren).

MEMORANDUM IN SUPPORT  
[Juvenile Rule 19]

1. JuvR. 2(Y) allows the court, in its discretion, to designate a person as a party to a juvenile court proceeding. The juvenile court may rely upon Civ.R. 24 when permitting a person, who is not automatically included as a party under Juv.R. 2(Y), to intervene in a court proceeding, and required that person to file a motion to intervene in a court proceeding if that third-party has in interest in the matter. See *In Re R.B.*, 2020-Ohio-5134 (3<sup>rd</sup> App. Dist.)

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

In Re \_\_\_\_\_

Case # \_\_\_\_\_

**REQUEST FOR SERVICE**

ID # \_\_\_\_\_

Judge Timothy J. Grendell

Please serve the following document: \_\_\_\_\_.

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 \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

In Re: \_\_\_\_\_  
A Minor

Case No. \_\_\_\_\_

I.D. No. \_\_\_\_\_

**MOTION FOR COMPANIONSHIP RIGHTS**

Filed by: \_\_\_\_\_ and \_\_\_\_\_

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. I am/we are related to the Child(ren), and have an interest in the welfare of the Children, as follows: \_\_\_\_\_

3. The supporting facts for my request are:

4. Other:

5. The court order requested below is in the best interest of the Child(ren).



### **Request**

6. I/we request that this Court (select as applicable):

- ☐ grant me/us reasonable companionship rights regarding the Child(ren);
- ☐ grant me/us reasonable temporary companionship rights regarding the Child(ren);
- ☐ Other:

I/we seek such additional relief as the Court determines appropriate in law or in equity.

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Your Signature

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Print Name

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Telephone

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Your Signature

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Print Name

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Telephone

MEMORANDUM IN SUPPORT  
[Juvenile Rule 19]

1. A grandparent, any person related to the child by consanguinity or affinity, or any other person other than a parent may seek a companionship order under R.C. 3109.051(B), if there is a child support proceeding.

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

In Re \_\_\_\_\_

Case # \_\_\_\_\_

**REQUEST FOR SERVICE**

ID # \_\_\_\_\_

Judge Timothy J. Grendell

Please serve the following document: \_\_\_\_\_.

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 \_\_\_\_\_

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

Telephone: \_\_\_\_\_

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

In Re: \_\_\_\_\_  
A Minor

Case No. \_\_\_\_\_

I.D. No. \_\_\_\_\_

**AFFIDAVIT**

Judge Timothy J. Grendell

I, \_\_\_\_\_, state the following:

State of Ohio  
County of Geauga

\_\_\_\_\_  
Your Signature

Sworn to or affirmed and subscribed before me by \_\_\_\_\_, this  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**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