



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  
[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).<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>

## 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,<sup>3</sup> 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

---

<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> 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:

## Request

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

- ☐ Recalculate the amount of child support in accordance with R.C. § 3119.79
- ☐ Redetermine the person responsible for providing Private health insurance coverage for the Child(ren) as permitted by R.C. § 3119.46 and in accordance with R.C. § 3119.30
- ☐ Order a deviation of the child support that would otherwise result from the use of the basic child support schedule at permitted by R.C. § 3119.22 in the following manner:
- ☐ Determine the person who may claim the child tax credit for the Child(ren). The change that I want the Court to order is:
- ☐ Recalculate the amount of child support because that amount does not adequately cover the medical needs of the Child(ren), as permitted by R.C. § 3119.49 in the following manner:
- ☐ Other:

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

---

Street Address

---

City, State, Zip code

---

Signature

---

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. \_\_\_\_\_