



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  
[Adoption of CSEA Child Support Order]  
[For Parent or Nonparent Use – Complaint]**

**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 Complaint. The primary purpose of this Complaint is for a Parent to obtain custody or parenting time in the alternative. This Complaint should be selected if there is no legal proceeding in this Court regarding a minor child. If this Court already has a legal proceeding concerning the custody or parenting time of the minor child, no matter how long ago that legal proceeding was initiated, then a Motion should be selected. The Resource Center has other packages for Motions.

**General Instructions**

1. All forms must be typed or completed with blue or black ink, and the printing must be legible.
2. The Complaint offered in this package is intended solely for a Parent of a minor child. If you are a Nonparent (e.g., a grandparent, aunt, uncle, etc.) and you decide to file a Complaint regarding custody or companionship time (i.e., "visitation" rights for a Nonparent) then the Resource Center has another package for a Nonparent.
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

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

In Re: \_\_\_\_\_  
A Minor(s)

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

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

**COMPLAINT TO ADOPT ADMINISTRATIVE  
CHILD SUPPORT ORER**

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

**The Child(ren)**

1. This court proceeding concerns the minor child(ren), whose initials are set forth above and whose name, date of birth, and current address are described in a separate confidential document filed with this Court (the "Child(ren)").

**Jurisdiction**

2. Select One:

- ☐ The Child(ren) has/have lived with a parent or a person acting as a parent in Ohio for at least six months before the filing of this pleading and thus Ohio courts have jurisdiction under R.C. §3127.15(A). Juvenile court has jurisdiction under R.C. §2151.23(A)(2).
- ☐ Other:

**Venue**

3. Geauga County is the county in which the child(ren) who is the subject of the complaint is found or was last known to be and thus venue is proper under Juv. R. 10(A).

### Other Facts

4. \_\_\_\_\_ (“Mother”) is the mother and  
\_\_\_\_\_ (“Father”) is the father of the Child(ren).
5. The Mother and Father are not married to each other.
6. The father and child relationship is presumed or established according to law.
7. The Geauga County Child Enforcement Agency has issued an administrative child support order against the ☐ Mother ☐ Father, a copy of which is attached to this complaint.
8. ☐ The ☐ Mother or ☐ Father (the “Contempt Party”) is in arrears regarding that administrative child support order, a copy of the CSEA arrearage statement is attached to this complaint
9. The court order requested below is in the best interest of the Child(ren).
10. Other:

### Request

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

- ☐ to adopt the administrative child support order
- ☐ order the Contempt Party to pay the arrearage of \$\_\_\_\_\_, and any accrued charges imposed by the Child Support Enforcement Department,
- ☐ order the Contempt Party to reimburse the undersigned for all court costs paid,
- ☐ if the Contempt Party continues to fail or refuses to obey all orders of this Court, then this Court find Contempt Party ***in contempt of this Court*** and that Contempt Party be incarcerated until such time as Contempt Party has purged himself/herself of contempt by making such payments and otherwise complying with such court orders.

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

\_\_\_\_\_  
Signature

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No. \_\_\_\_\_

State of Ohio  
County of Geauga

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: \_\_\_\_\_ Case No. \_\_\_\_\_ I.D. No. \_\_\_\_\_  
A Minor Judge Timothy J. Grendell

**JURISDICTION AFFIDAVIT [R.C. § 3127.23(A)]**

**INSTRUCTION:** Insert the following information for each minor child for which the custody and visitation is to be determined by this Court. While this case is pending, you must promptly inform the Court of any parenting proceeding in any other court, in this or any other state, concerning these minor children. Use addition sheets if needed.

**INSERT INFORMATION REGARDING MINOR CHILD(REN) FOR THE LAST FIVE YEARS.**

1. Initials: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex ☐ Male ☐ Female  
Period of Residence Person with whom Child lived Relationship  
(name and address)  
\_\_\_\_\_ to Present \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_

☐ By checking this box, no need to insert the same time and address information provided above.

2. Initials: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex ☐ Male ☐ Female  
Period of Residence Person with whom Child lived Relationship  
(name and address)  
\_\_\_\_\_ to Present \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_

☐ By checking this box, no need to insert the same time and address information provided above.

Initials: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex ☐ Male ☐ Female

Period of Residence	Person with whom Child lived (name and address)	Relationship
_____ to Present	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____
_____ to _____	_____	_____

- I ☐ have ☐ have not - participated as a party, a witness, or in any other capacity in any other proceeding, in this state or any other state, concerning the allocation, between the parents of the same child, of parental rights and responsibilities for the care of the child including any designation of parenting time rights and the designation of the residential parent and legal custodian of the child or that otherwise concerned the custody of or visitation with the same child.  
**Please explain if you have participated** – providing in each proceeding (1) the type of case, (2) the court and state, (3) the date of any order or judgment, and (4) the names of minor children involved.
- I ☐ have ☐ have no - knowledge of any proceedings, in this state or any other state, that could affect the current proceeding, including proceedings for enforcement of child custody determinations, proceedings relating to domestic violence or protection orders, proceedings to adjudicate the child as an abused, neglected, or dependent child, proceedings seeking termination of parental rights, and adoptions.  
**Please explain if you have such knowledge** – providing in each proceeding (1) the type of case, (2) the court and state, (3) the date of any order or judgment, and (4) the names of minor children involved.
- I ☐ have ☐ have no - knowledge of any person who is not a party to the proceeding and has physical custody of the child or claims to be a parent of the child who is designated the residential parent and legal custodian of the child or to have parenting time rights with respect to the child or to be a person other than a parent of the child who has custody or visitation rights with respect to the child and, if so, the names and addresses of those persons.  
**Please explain if you have such knowledge** – providing in each instance (1) the name, address, and relationship of such person, (2) whether such person claims custody or visitation rights, and (3) name of each minor child with respect to each such person.

☐ The health, safety, or liberty of me and the child(ren) would be jeopardized by the disclosure of identifying information, and thus I request that the Court seal and not disclose the information in accordance with R.C. 3127.23(D).

I, \_\_\_\_\_, swear and affirm that I have read this affidavit. To the best of my knowledge and belief, the facts and information stated in this affidavit are true, accurate, and complete. I acknowledge that if I do not tell the truth, I may be subject to penalties for perjury.

State of Ohio  
County of Geauga

Sworn to and subscribed before me by \_\_\_\_\_ this \_\_\_\_\_, 20\_\_\_\_.

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

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

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

In Re: \_\_\_\_\_ Case No. \_\_\_\_\_ I.D. No. \_\_\_\_\_

Judge Timothy J. Grendell

**PARENT HISTORY AFFIDAVIT [R.C. § 3109.04(M)]**

**INSTRUCTION:** In any proceeding in this Court regarding custody or visitation of minor child(ren), each parent must prepare, execute, and file this Parent History Affidavit. After filing, and until a final dispositional hearing, you must promptly inform the Court, by filing a new Parent History Affidavit, of any new information related to the information requested below.

I, \_\_\_\_\_, am the ☐ mother ☐ father of the minor child(ren), whose initials are set forth above and whose name, date of birth, and current address are described in a separate confidential document filed with the Court.

☐ I have, or a member of my household has, been convicted or pleaded guilty to any criminal offense defined in R.C. 3109.04(C) or R.C. 3109.04(F)(1)(h), including a criminal act that (i) resulted in a child being an abused child or a neglected child, (ii) is a sexually oriented offense involving a victim who at the time of the commission of the offense was a member of the family or household that is the subject of the current proceeding; or (iii) resulted in physical harm to a member of the family or household that is the subject of the current proceeding.

**If you answered in the affirmative, then complete the information required on the following page, which is part of this affidavit.**

☐ I have not, and no member of my household has, been convicted or pleaded guilty to any criminal offense defined in R.C. 3109.04(C) or R.C. 3109.04(F)(1)(h), including a criminal act that (i) resulted in a child being an abused child or a neglected child, (ii) is a sexually oriented offense involving a victim who at the time of the commission of the offense was a member of the family or household that is the subject of the current proceeding; or (iii) resulted in physical harm to a member of the family or household that is the subject of the current proceeding.

I, \_\_\_\_\_, swear and affirm that I have read this affidavit. To the best of my knowledge and belief, the facts and information stated in this affidavit are true, accurate, and complete. I acknowledge that if I do not tell the truth, I may be subject to penalties for perjury.

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

State of Ohio  
County of Geauga

Sworn to and subscribed before me by \_\_\_\_\_ this \_\_\_\_\_, 20\_\_\_\_.

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



**PARENT HISTORY AFFIDAVIT [R.C. § 3109.04(M)]****By:** \_\_\_\_\_**EXPLANATION**

1. Offender Name: \_\_\_\_\_  
Court and State: \_\_\_\_\_ Case No. \_\_\_\_\_  
Describe Offense: \_\_\_\_\_
2. Offender Name: \_\_\_\_\_  
Court and State: \_\_\_\_\_ Case No. \_\_\_\_\_  
Describe Offense: \_\_\_\_\_
3. Offender Name: \_\_\_\_\_  
Court and State: \_\_\_\_\_ Case No. \_\_\_\_\_  
Describe Offense: \_\_\_\_\_
4. Offender Name: \_\_\_\_\_  
Court and State: \_\_\_\_\_ Case No. \_\_\_\_\_  
Describe Offense: \_\_\_\_\_

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

**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. \_\_\_\_\_

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

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

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

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

**IDENTITY OF NECESSARY PARTIES**

Judge Timothy J. Grendell

Having made a good faith effort to determine those persons (other than a child) who are necessary parties to this matter as defined by Juv.R. 2(Y), their current contact information and relationship to the child(ren), the undersigned states that the following are necessary parties:

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel. \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel. \_\_\_\_\_

3. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel. \_\_\_\_\_

4. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel. \_\_\_\_\_

5. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel. \_\_\_\_\_

6. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel. \_\_\_\_\_

Dated: \_\_\_\_\_

Sign here: \_\_\_\_\_

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

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. \_\_\_\_\_

(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 will not exceed \$100. 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 Complaint. A deputy clerk can supply you with that form.<sup>2</sup>

## The Forms

1. **Complaint** – Form GC Juv 057 (Complaint to Adopt Administrative Child Support Order).

### Key Notes

- DO NOT insert a minor child’s name in the Complaint. 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.
2. **CONFIDENTIAL INFORMATION** – Form GC JF 5.0 (Disclosure of Confidential Child Information).
  3. **IDENTITY OF NECESSARY PARTIES** - Form GC JF 5.1 (Identity of Necessary Parties).

### Key Notes

- The purpose of this form is to inform the Court of all necessary parties that are required by Juv. R. 2(Y). Necessary parties include the parents of minor child(ren) and if applicable (1) a guardian of the child(ren), (ii) a legal custodian if the child(ren) are not living with a parent, (iii) a guardian ad litem, and possibly other persons.
4. **JURISDICTION AFFIDAVIT** – Form GC JF 1.0 (Jurisdiction Affidavit).

### Key Notes

- The purpose of this form is to alert the Court to other legal proceedings concerning the minor child, whether the legal proceeding is in another Ohio court or that of another State. Ohio law and the Court’s Local Rules require that this form be prepared and filed whenever a new legal proceeding is initiated in this Court.
5. **PARENT HISTORY AFFIDAVIT** – Form GC JF 2.0 (Parent History Affidavit).

### Key Notes

- This form must be filed if a Parent is filing a Complaint.
- The purpose of this form is to alert the Court to a Parent’s relevant felony history. Ohio law and the Court’s Local Rules require that this form be prepared and filed whenever a new legal proceeding is initiated in this Court by a Parent.

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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.

## 6. INSTRUCTIONS FOR SERVICE - Form GC JF 7.0 (Request for Service)

### Key Notes

- A deputy clerk must provide all necessary persons, who have a direct interest in the matter and the minor child,<sup>3</sup> a summons and copy of the Complaint. Those necessary persons shall be identified in form GC JF 5.1 (Identity of Necessary Parties).
- If the address of an interested person is unknown, then you must arrange for that person to be notified by “publication” of the summons and a copy of the Complaint.
  - 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.
  - 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 publication by the Court’s website, then 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.

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

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