#### COMPLAINT-MOTION FOR PARENTING TIME

### **GENERAL INFORMATION**

This Complaint–Motion for Parenting Time contains several fill-in-the-blank forms which must be completed before your request will be considered by the Court. The forms are mandatory and must be completed **in full** before the Clerk may accept the packet. These forms are being provided for you as a convenience. The forms should be typewritten or printed. If the forms are not legible they will not be accepted.

The Clerk of Courts cannot give you legal advice.

The Clerk of Courts cannot fill the forms out for you.

The Clerk of Courts cannot advise you as to how the forms are to be completed.

If you are in need of legal advice, consult an attorney.

#### COMPLAINT-MOTION FOR PARENTING TIME

This is a basic document which asks the Court to establish an order for parenting time with a minor child(ren) who is a party to the case. The child(ren)'s name must be inserted at the top left of the first page. You are encouraged to consult with an attorney before proceeding. The forms should be typewritten or printed. If the forms are not legible, they will not be accepted.

#### PARENTING TIME AFFIDAVIT

The affidavit must be completed in full. You only need to fill out one affidavit per case. The affidavit must be notarized **before** turning the packet in for filing.

#### APPLICATION FOR CHILD SUPPORT SERVICES

This form must be filled out and will be sent to the Warren County Child Support Enforcement Agency ("Warren County CSEA"). This form is required by law in any custody, visitation or support case; however it does not obligate you to accept CSEA services. Please fill out the form completely and sign at the bottom of the second page. Questions regarding this form should be directed to the Warren County CSEA at (513) 695-1580.

#### WAIVER AND CONSENT

If the Complaint-Motion for Parenting Time is agreed to by all necessary parties this form must be used. If you are submitting this as an agreement both parents must fill out one of these forms. Any person with court ordered or other legal rights to custody or visitation with the child must fill out a waiver and consent form. These forms must be completely filled out and notarized <u>before</u> bringing the packet in for filing.

#### REQUEST FOR SERVICE

You must have a valid address for the other party in order to obtain proper service of your Complaint/Motion. The Complaint/Motion cannot be filed without a valid address for the other party. The case cannot proceed until proper service has been made on the other party, and that is why a valid address is necessary.

If your visitation request is agreed to by all necessary parties you do not need to complete this form. If any parent of the child or any person having rights to custody or visitation is not in agreement, a request for service form must be completed and filed. Normally certified mail is used; however, you may elect to have service made by a private process server or by the county sheriff of the county in which the person resides. If you are requesting service by means other than certified mail you must make prior arrangements with the process server. You will be charged \$25 for each person served.

#### PHONE NUMBERS OF ALL INTERESTED PARTIES

Due to the nature of these motions, time is of the essence. As such, we may need to be able to reach some of the interested parties as soon as possible. Therefore, please provide as much information as you can which will assist us in contacting the necessary parties (i.e. home phone, cell phone, work phone, email address, etc.).

# **OTHER REQUIREMENTS**

#### COMPLAINT-MOTION FOR PARENTING TIME: NEW CASE

A fee of **\$160.00** must be paid at the time of filing a Complaint–Motion for Parenting Time for the first child and **\$50** for each additional child. Personal checks are not accepted.

#### COMPLAINT-MOTION FOR PARENTING TIME: EXISTING CASE

A fee of **\$75.00** must be paid at the time of filing a Complaint–Motion for Parenting Time must be paid. <u>Personal checks are not accepted.</u>

#### **SERVICE BY PUBLICATION FEES**

You do not need to fill out this application <u>unless</u> you do not know the address of the other parent or legal custodian of the child. Please note below there is additional **\$25.00** filing fee for service by publication.

#### PARENT QUESTIONNAIRE & INFORMATION SHEET

The Court is being asked to deal with society's most prized possession: children. Therefore, we need to have as much information as possible. Incomplete forms will not be accepted.

# **PREPARING FOR THE HEARING**

- 1. Be prepared for the hearing. Dress appropriately as you would for a job interview.
- 2. Be prepared to tell the Judge in clear simple terms why you want custody and why it is in the best interest of the child(ren) for you to have custody. This is the only chance you will have to present the facts, so make sure you include everything. If would be helpful if you made written notes prior to the hearing, outlining the reasons you have so that you will have something to remind yourself when you testify.
- 3. Very important: this is not the time to tell the Judge everything that the other party has done that you disagree with or that has hurt or angered you. The Judge will only want to hear evidence you have that shows or supports your request.
- 4. At the hearing you may be asked questions by the Judge or by the other party or by an attorney. Be directly responsive to the questions. Listen to the questions and make sure you provide the information you are asked for. If you do not understand the question or are not sure what you are being asked, you have the right to have the question explained to you before answering it.

#### **DISCLAIMER**

THESE FORMS ARE REQUIRED IN ORDER FOR YOU TO MAKE A REQUEST FOR CUSTODY.

THEY ARE NOT INTENDED TO BE A LEGAL ANALYSIS OF YOUR REQUEST OR WHETHER YOU MIGHT BE SUCCESSFUL IN YOUR COMPLAINT/MOTION, BUT MERELY TO ASSIST YOU IN PREPARING AND PRESENTING YOUR REQUEST.

YOU SHOULD REVIEW THIS AND ANY OTHER LEGAL PAPERS WITH YOUR ATTORNEY BEFORE YOU PROCEED. THERE IS NO GUARANTEE THAT WHAT YOU ARE ABOUT TO FILE WILL BE SUCCESSFUL AND THE COURT MAKES NO REPRESENTATIONS ON WHAT LEGAL EFFECTS THIS MAY HAVE ON ISSUES LIKE GOVERNMENT ASSISTANCE, RESIDENCY, CITIZENSHIP, SCHOOL DISTRICTS, ETC.

# STATE OF OHIO, WARREN COUNTY COMMON PLEAS COURT JUVENILE DIVISION

IN THE MATTER OF:	
	) Case No )
a minor.	) COMPLAINT / MOTION FOR PARENTING TIME
DOB:	)
□ This child has <b>NO</b> other case (whe	ether open or closed) in any other court.
☐ This child <b>HAS</b> a prior case (wheth	her open or closed) in the following court:
Now comes above action, pursuant to O.R.C. 3109.12, and rewith the minor child named in the caption of this	, naturalof the minor child in the equests an Order of reasonable companionship or parenting times complaint.
The father of the minor child has acknow determined to be the father in an action under R	vledged the child pursuant to R.C. 2105.18 or has been .C. Chapter 3111.
	Name
	Address
	City, State, Zip Code
	Phone Number

# TO THE CLERK:

	dividuals listed on the Request for Service form at their addresses by(what type of service you're requesting: certified mail, residential, process
server), at the address liste	d on the request for service form.
	Petitioner

# PARENTING TIME AFFIDAVIT

# STATE OF OHIO, WARREN SS:

Now comesfollowing:	, and	after being duly	cautioned and	l sworn, states the
1. The information contain	ned herein pertains to the following	minor child:		,
whose Date of Birth is as fo	ollows:	·		
2. My relationship to the n	ninor child is as follows:			
3. Subject minor child curr	rently resides with:			at the following
address:			·	
4. The child has resided th	ere since	·		
5. The former residence of	subject child was with:			at the following
address:			·	
6. For the past 5 years the	child has resided as follows:			
With	<u>Address</u>	<u>From</u>	<u>To</u>	
		-		
		-		
		-		
		_		

Court Type	<u>County</u>	Approx. Dates
8. The following person(s) parenting time:	have a legal right to pay ch	ild support for this child or has been given custody or
<u>Name</u>	<u>Relationship</u>	Custody/Support/Parent Time
		Petitioner
Sworn to before m 20	e and subscribed in my pr	esence this day of
<u></u> ·		
		Notary Public/Deputy Clerk

#### APPLICATION FOR CHILD SUPPORT SERVICES

NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT

**IMPORTANT:** If you are receiving ADC or Medicaid, do **not** complete this application, because you became eligible for child support services when you signed the ADC/Medicaid application.

I, the undersigned, \_\_\_\_\_\_, request child support services from the Warren County Child Support Enforcement Agency. I understand and agree to the following conditions:

- A. I am a resident of the County in which services are requested and no other Ohio county has jurisdiction over support OR I am requesting services from the Ohio county of jurisdiction.
- B. The only fee that can be charged for services is one dollar application fee.
- C. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached right and responsibility information).
- D. In providing IV-D services, the CSEA and any of its contracted agents (e.g. prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

The Child Support Enforcement Agency can assist you in providing the following services:

#### 1. Location of Absent Parents.

The agency can assist in finding where an absent parent is currently living, in what city, town or state. The applicant can request "Location Services Only", if the sole need is to find the whereabouts of the absent parent.

#### 2. Establishment of Modification of Child Support and Medical Support.

The CSEA can assist you to obtain an order for support if you are separated, have been deserted or need to establish paternity (*fatherhood*). The CSEA can also assist you in changing the amount of support order (*adjustment*), and to establish a medical support order.

#### 3. Enforcement of Existing Orders.

The CSEA can help you collect current and past-due child support.

# 4. Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.

The agency can collect past-due support (arrearages) by intercepting a payor's federal and state income tax refunds in some cases.

#### 5. Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.

The agency can help you get payroll deductions for current and past-due child support and can intercept unemployment compensation to collect child support.

#### 6. Establishment of Paternity.

The agency can obtain an order for the establishment of paternity *(fatherhood)*, if you were not married to the father of the child. An absent parent may request paternity services.

#### 7. Collection and Disbursement of Payments.

The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Past-due support collected will be paid to you until all of the past-due support you are owed is paid.

8. **Interstate Collection of Child Support**. The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.

	APPI	LICANT INFOR	MATION	(INFORM	ATION ABOUT	YOU)
Name (Last, First, Mic	ldle)			Date of Bir	rth	
Complete Address (S	treet/R	Route, PO Box)		Your Conta	act Information (pho	one number, email address)
Social Security Numb	er (SS	N)		Current Ma	arital Status (Check	(One)
				Single		☐ Divorced ☐ Separated
Relationship to Child(				Prior Milita	ry Service <i>(Branch</i>	(Date)
Ever been on Public A	ssista	nce? (when and w	here)			
Employer's Name				Employer's	s Phone Number	
Employer Complete A	ddress	S		Is Medical	Insurance Available	e?
INFORMATION O	и сн	ILDREN			_	
		Child #1	Chile	d #2	Child #3	Child #4
Name						
Sex						
Race						
Social Security No.						
Date of Birth						
Location of Birth						
Name(s) of Absent Parent						
Has Paternity (Fatherhood) been established?		Yes □ No	☐ Yes ☐	] No	☐ Yes ☐ No	☐ Yes ☐ No
Is there an Order for Support (Yes or No)		Yes □ No	☐ Yes ☐	] No	☐ Yes ☐ No	☐ Yes ☐ No
Is the child covered by Medical Insurance?		Yes □ No	☐ Yes ☐	] No	☐ Yes ☐ No	☐ Yes ☐ No
If so, what company?						
ABSENT PARENT	INF	ORMATION OF	R PAREN	ΓΤΟ ΡΑΥ	CHILD SUPPO	ORT
Name (and alice)		Absent Pare	ent #1	Abse	nt Parent #2	Absent Parent #3
Name (and alias)						
Address: City, State, Zip Code						
Social Security Numb	er					

	Absent Parent #1	Absent Parent #2	Absent Parent #3
Date of Birth (DOB)			
Location of Birth			
Race			
Sex			
Height / Weight			
Hair / Eye Color			
Identifying Marks (tattoos, scars, etc.)			
Names of Children			
Name & Address of Employer City, State, Zip Code			
Employer Phone No.			
Medical Insurance Provided?			
Support Order?			
Amount of Support Ordered (Wk, Bi-Wk, Mo)			
Case Number on Support Order			
Date of Support Order			
Location Where Order Was Issued: City, County, State			
Military Service: Give Date and Brand Entered			
Arrest Record: Give Date and Place of Arrest			
Ever incarcerated? (location and dates)			
If the absent parent has been on the Public Assistance: Give Date and Place			
Give Name and Address of Current Spouse of Absent Parent			
Father's Name			
Mother's Name			

HAVE YOU EVER B	EEN ON PUBLIC ASSISTANCE?	res 🔲 No	
When	Where		
Date	City and State	County	
Type(s) of Service(s)	Requested:		
□ All service	s listed		
□ Location o	f absent parent only		
□ Other (ple	ease explain)		-
	Child Support Agency within 20 days se has been accepted for child suppo	s of receiving this application will contact rt service (IV-D Services).	ct me by a written notice
Signature of Applicar	nt	Date	

(Do Not Write In This Space)		FOR AGEN	ICY USE ONLY
Case Name	Dated Request	ed	Date Mailed or Provided
Case Number		Dated Returned	d or File Date

# STATE OF OHIO, WARREN COUNTY **COMMON PLEAS COURT JUVENILE DIVISION**

IN THE MATTER OF:	) Case No
	)
Custody Proceeding.	) <u>WAIVER and CONSENT</u>
	************
Now comes	, who is related to the minor child as
follows:	, hereby WAIVES formal service of the
complaint and AGREES to the relief	requested therein. He/she understands his/her right to counse
at these proceedings and also under	stands his/her right to be present and to offer evidence and the
undersigned acknowledges these righ	ts and VOLUNTARILY AGREES TO WAIVE SAME.
The undersigned also states th	e following:
DOB:	
Drivers License No	
Home Address:	
Employer Name:	
Employer Address:	
Gross Annual Income: \$	
Health Insurance is	is not available for subject minor
	child at of cost of \$ per year.
Other Natural Children in My C	ustody:
Other Natural Children Paying	Support For:

Monthly Amount of Support: \$	Case No.:
State/County/Child Support Enforcement Age	ency:
The undersigned states that there ARE NO courts affecting custody, support, or visitation	
The undersigned states that there <u>ARE</u> OTF custody, support, or visitation of this minor of	<u> </u>
State/County of Orders:	
Type of Court (Domestic Relations/Juv	venile/etc.):
	Case No
Date of Orders:	
Copies of the Orders are attached.	
STATE OF OHIO, WARREN COUNTY, SS:	
	, being first duly sworn, says that the
information contained herein is true to the best of his	,
	A 661
	Affiant
Sworn to before me and subscribed in my presence	ce this day of
, 20	
	Notary Public/Deputy Clerk

# STATE OF OHIO, WARREN COUNTY COMMON PLEAS COURT JUVENILE DIVISION

# REQUEST FOR SERVICE

In the Matter of:		)	Case No	
		_		
TO THE CLERK:				
Please serve a copy of documents by:	of the Complaint/ Mo	tion for Parer	nting Time along with suppo	orting
	Certified Mail			
	Publication (A	Affidavit must	be attached)	
	Other (specif	y below)		
			·	
.1 6 11 .1				
on the following persons:				
<u>Name</u>			<u>Address</u>	

# **AFFIDAVIT FOR PUBLICATION**

# STATE OF OHIO, WARREN COUNTY, SS:

The undersigned affiant, after being duly cautioned and sworn; for the purposes of seeking service by publication pursuant to Rule 4.4 of the Ohio Civil Rules, states as follows:

above and has been unsuccessful 3. That, in trying to locate the in	-	l has taken the foll
step (give particularized detail of		
er affiant sayeth naught.		
	Affiant	
	ny presence this	1 C

CAROLYN A. DUVELIUS JENNA L. SEITZ JEFFREY W. STUEVE MEGAN M. DAVENPORT Magistrates

# JOSEPH W. KIRBY, JUDGE Warren County Common Pleas Court Probate Juvenile Division 900 Memorial Drive & Lebanon, Ohio 45036

LAURA A. SCHNECKER Court Administrator

JOHN C. KASPAR Staff Attorney/Mediator

In the Matter of:	Case No:
RE: Contact Information of All Interested Parties	
Name & Relationship to Child:	
Address:	
Telephone Numbers:	
Email Address:	
Name & Relationship to Child:	
Address:	
Telephone Numbers:	
Email Address:	
Name & Relationship to Child:	
Address:	
Telephone Numbers:	
Email Address:	
Name & Relationship to Child:	
Address:	
Telephone Numbers:	
Email Address:	
Name & Relationship to Child:	
Address:	
Telephone Numbers:	
Email Address:	

# PARENT QUESTIONNAIRE & INFORMATION SHEET

In the Matter of:		
Case No:		
A. PARTIES:		
Mother's Name		
Street address		
City	State	Zip
Home phone	Cell phone	
Please list highest grade completed and/or any specific training you	may have received:	
Name and address of current employer:		
Current work hours and days:	Starting date:	
List all other jobs held during the past 3 years, beginning with the most	t recent, Including dates of emp	loyment:
Your Attorney's Name	Phone	Fax
Business address		
City	State	Zip

Father's Name			
itreet address			
City	State		Zip
Home phone	Cell pho	ne	
Please list highest grade completed and/or any specific tra	aining you may ho	ive received:	
			_
Name and address of current employer:			
Current work hours and days:	Startii	ng date:	
List all other jobs held during the past 3 years, beginning wit			f employment:
Your Attorney's Name	Phone		Fax
Business address			
710.	Contra		7:
City	State		Zip
CLICTODY			
. CUSTODY:			
Is there a Court Order for custody?	No	Yes	
Are you requesting Shared Parenting?	No	Yes	
Have you filed a Shared Parenting plan?	No	Yes	
Have you filed for custody?	No	Yes	
What are your feelings with regard to your child's other pare	ent having custody/v	visitation?	
			<u> </u>

# C. FINANCES and CHILD SUPPORT:

Are you on any form of government assistance?	No	Yes	If so, wha	t kind?
Is there a court order for child support for child(ren) of this filing?	No	Yes	If so, who	pays the support:
Is child support being paid without a Court Order?	No	Yes		
What is the amount per child per month?				
Is this amount paid or received on a <u>regular</u> basis?				Yes

# D. HEALTH:

	Poor	Fair	Good	Excellent	Are there any physical problems? Please describe:				
You									
Other parent									
Are you or your che currently under the psychiatrist, or psy	nild's ot	her pare	ent	You:		No	Yes	If so, please provide the following information:	
psychiatrist, or psy	cholog	ist?	1C1a11,	Other po	Other parent:		No Yes following informati		
Their name				phone #		address			
If you are currently the doctor who prese	on any k	aind of p	rescription	on drug, (1)	) please l	list what d	rug you are p	prescribed; and (2) the name of	
the doctor who press	orro ou un								
Have you or your ever been institution	child's	other pa	rent	You:		No	Yes	If so, please provide the following information:	
reason?	Jiianzec	i ioi any	/	Other po	arent:	rent: No Yes following inform			
Doctor's name				phone #		Institution	name and addres.	s	
Do you drink alcol	hol?	No	Yes	If yes, how	w often?	<u>.</u>			
Does your child's parent?	other	No	Yes	If yes, how	v often?				
parent?									
Have you ever abudrugs?	ised	No	Yes	If yes, please give full explanation:					
arugo:									
Has your child's o parent ever abused	ther I	No	Yes	If yes, please give full explanation:					
drugs?									

# E. HOME IN WHICH YOU CURRENTLY RESIDE:

			1			
Type of dwelling:	Number of bedrooms:					
Names of other persons living in the home:	Relationship:					
F. YOUR CHILDREN:						
Name of Child	Sex	Date of Birth		Residing with:	$\varXi$ If Emancipated	
OTHER CHILDREN WHO RESIDE WITH	I YO	U <b>:</b>				
Name of Child	Sex	Date of Birth		Residing with		
Do way have 2004 100		7.7		V		
Do you have custody?  No				Yes	_	
Are you requesting child support?  No				Yes		
How much?						

Describe the child(ren)'s relationship with you and with his other parent:
What are the babysitting/day care arrangements?
If you feel your child(ren) has/have any physical or emotional problems or school issues which must be considered, please describe:
Have any other parties or your child's other parent made allegations of physical or sexual abuse against you in regard to the child(ren)? If so, please explain:
Do you have any reason to believe your child's other parent has been physically or sexually abusive toward the child(ren)? If so, please explain:
Have the children ever been abused or neglected? No Yes  Were the police, Children Services, or Juvenile Court ever contacted? No Yes  If so, what agency, and in which county?
Please list the names of the workers that you have been involved with at Children Services or Juvenile Court and describe the incident:
Please describe any conflict areas in your parenting styles; such as: differences in child rearing philosophy, discipline, religion, communication, hygiene, etc.:

# **G. VISITATION**

Is there a court order for visitation at this time?	No	Yes
Do you have visitation periods with the child(ren) on a regular basis?	No	Yes
What amount of time do you spend with the child(ren)?		
What amount of time does your child's other parents spend with the child(ren)?		
Have you ever denied your child's other parent contact with the child(ren)?	No	Yes
Have you ever denied your child's other parent contact with the child(ren)?  If so, please explain:	No	Yes
	No No	Yes Yes

# H. LEGAL MATTERS

Have either you or your child's other parent ever been convicted of a crime, been on	You	No	Yes	If so, please describe and list
probation, or had criminal charges against them (past or present)?	Other parent	No	Yes	the charges, below:
Is there a Civil or Criminal Protection Order against:	You?		No	Yes
	Other pa		No	Yes
Has any form of violence or threat of violence e	ver occurred in y	our rela	tionship with	the other party?
No Yes If so, when?  Describe any injuries:				
Are there any Domestic Violence Charges now	You?		No	Yes
pending against:	Other pa	rent?	No	Yes
Are there any Criminal Charges, or	You?		No	Yes
Civil Cases pending against:	Other pa	rent?	No	Yes
If so, where:	Briefly de	scribe:	,	•

I. ADDITIONAL REMARKS	
I hereby affirm that the in	rmation I have stated herein is the truth to the best
of my knowledge.	
Div 1N	
Printed Name	Date
Signature	