



Cuyahoga County Court of Common  
Pleas-Juvenile Division  
9300 Quincy Ave  
Cleveland, Ohio 44106

**Re: Case Management Instructions for  
Custody cases**

To Whom It May Concern:

One of the below matters has been filed which concerns you:

Application to Determine Custody, Motion to Modify Custody, Application for Parenting Time, Motion for Parenting Time, Application for a Shared Parenting Plan, Motion to Modify Shared Parenting Plan

Pursuant to Local Rule 43, this matter will be scheduled for a **mandatory** mediation session.

Mediation is considered a Court hearing and all Parties are ordered to appear and participate. **Mediation costs shall be assessed at a rate of \$100.00 per party. All parties are equally responsible for payment of these costs. If Mediation fails, these costs will be applied as court costs with no refund. Parties who fail to appear for mediation as scheduled will be charged a non-refundable fee of \$100.00. The Parties are expected to cover the cost of mediation prior to the mediation hearing. If one or both parties do not appear for their scheduled mediation and the case gets set for a court date, parties may be court-ordered back to mediation with failure to appear resulting in a contempt charge. In addition, parties will be ordered to pay the original fee, plus an additional filing fee.**

If the Parties do not reach an agreement or mediation fails for any reason this matter will be set before a magistrate for hearing at the Juvenile Justice Center, 9300 Quincy Avenue, Cleveland, Ohio. The Supreme Court of Ohio has determined that custody matters shall be concluded within nine (9) months of filing.

**Court Costs:** Court costs will be assessed during or after disposition of the case and Parties are expected to pay all court costs promptly. If applicable, applications for indigency will be accepted up to three (3) days prior to mediation. Applications are available at the Pro Se Office at the Juvenile Justice Center.

The Juvenile Court's Cashier's Office, located on the second floor of the Juvenile Justice Center, accepts: cash, money order, cashier's checks, Discover, MasterCard or Visa. A processing fee may apply. Unpaid bills will be submitted for collections.

**Parties are ordered to comply with the following:**

The Parties and counsel are to comply with all applicable Ohio Civil Rules of Procedure and the Local Rules of Court.

**Service of Summons:** It is the responsibility of the filing Party to ensure that all Parties are served with a copy of the pleadings, by providing to the Court, a valid address for all other parties. If service is not completed within six months of the filing of the pleading, this matter may be dismissed.

**Continuances:** All requests for continuances shall be made no less than seven (7) days before the day of the scheduled hearing. No case will be continued the day of the scheduled hearing except for good cause shown. Parties are expected to appear for the mediation at the designated time unless otherwise notified. Continuances will be granted on a very limited basis. You are expected to attend when your case is scheduled.

**Change of Address:** Within seven (7) days of relocating, all Parties have the duty to provide, in writing, a change of address that shall be filed at the Juvenile Court Clerk's Office. The Notice shall be filed at the Juvenile Court's Clerk's Office and mailed to all attorneys, the Guardian ad Litem and unrepresented Parties. The Parties are required to use the change of address form found on the Cuyahoga County Juvenile Court's web site or in the Juvenile Court's Clerk's Office.

**Legal Representation:** Even if you cannot afford an attorney, the Court is unable to appoint counsel in private custody matters pursuant to R.C. 2151.352. If a Party has retained legal representation for these proceedings, counsel must file a notice of appearance, be prepared and present at all hearings.

**Legal Questions:** If applicable, legal questions should be directed to legal counsel of your choice. All members of the courtroom, court staff and jurists are prohibited from providing legal advice.

**The Day of the Mediation:**

Please arrive fifteen minutes before your scheduled mediation to check in with the administrative assistant.

All Parties are to be dressed appropriately, be prepared to present their case at the time the case is scheduled and all shall conduct themselves in a civil and courteous manner at all times.

All Parties should bring photo identification.

The Court does not provide childcare; therefore, children shall not appear at the mediation unless ordered by the Court.

All phones and other electronic devices must be turned off while in the mediation. Parties are permitted to use laptops and tablets; however, Parties are prohibited from audio or video recording the proceedings.

The Court is required to address child support when a **change of custody** occurs. If the outcome of your Mediation results in an agreement being reached, and includes a change in custody, a separate hearing with a Support Magistrate will take place to begin the process.