

**COURT OF COMMON PLEAS
JUVENILE COURT DIVISION
9300 Quincy Ave
Cleveland, Ohio 44106
(216) 443-8400**

INSTRUCTIONS FOR FILING

FORMS CAN BE FOUND ON OUR WEBSITE @ <http://juvenile.cuyahogacounty.us>

Please type or neatly print on the forms when preparing your documents. Blue ink is preferred for all signatures. Your forms must be fully completed before they can be filed with the Clerk's Office.

Case Numbers already assigned by the Court must be placed in the upper right corner of each form. Be sure you have the correct case number. The clerk is not responsible for determining which case number to use.

(1) On your filing, make sure you specify what you are requesting the Court to consider and support your request with your reason for the request. Be specific as you complete your request.

(2) Written Request for Service – Whenever a motion is filed on a case, all parties to the case must be informed by the Clerk's Office of the filing and hearing date. You have the responsibility of conducting any research necessary to identify the parties and their complete addresses including zip codes. If a future pending court date already exists, complete the day, month, year and time of the hearing and identify the Judge or Magistrate. Leave these lines blank if pending court date does not exist. The Instructions for Service form can be found on our website. You do not have to serve yourself as the filing party. Please keep a copy off all documents filed for your own records and bring them to your hearing.

Cuyahoga Job and Family Services – Office of Child Support Services (CJFS-OCSS) formerly known as Cuyahoga Support Enforcement Agency (CSEA) is a party to all support actions and must be served a copy of any filings related to child support, Address: 1640 Superior Avenue, Cleveland, Ohio 44114

Filing fees must be paid at time of service.

THERE ARE FOUR (4) ACCEPTABLE METHODS OF PAYMENTS:

- CASH
- CHECK – MAKE PAYABLE TO JUVENILE COURT
- MONEY ORDER – MAKE PAYABLE TO JUVENILE COURT
- CREDIT CARD- YOU WILL BE CHARGED A 2.5% CONVENIENCE FEE (NON-REFUNDABLE)

FOR ASSISTANCE COMPLETING AND FILING YOUR MOTION, WE RECOMMEND YOU CONTACT AN ATTORNEY OR THE CLEVELAND METROPOLITAN BAR ASSOCIATION, (216) 696-3532 OR (877) CLEVE-BAR.

THE COURT REQUIRES THE ORIGINAL DOCUMENTS OF YOUR FILING. THE CLERK'S OFFICE DOES NOT MAKE COPIES. THERE IS A COINED COPY MACHINE (\$.05 PER COPY) AVAILABLE FOR YOUR CONVENIENCE. A NOTARY PUBLIC IS NOW AVAILABLE TO NOTARIZE DOCUMENTS FOR FILING WITH THE COURT FOR A FEE OF \$2.00 PER SIGNATURE; A VALID I.D. MUST BE PRESENTED AT TIME OF NOTARIZING.