

**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

***(3) Filing Fee -at the time of filing, the fee must be paid as follows:**

- \$30.00 Fee if filing on a case with an existing case number (post-dispositional)
- \$10.00 Fee if filing on a case with an existing case number (pre-dispositional)
- \$135.00 for new support complaint filings
- \$150.00 for new paternity or custody complaint filings
- \$ 35.00 Fee if filing an Affidavit for Publication

THERE ARE FOUR (4) ACCEPTABLE METHODS OF PAYMENTS:

- CASH – YOU MUST HAVE THE EXACT AMOUNT
- 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) CLEVELAND 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.

Rev: 9/7/2017

COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO

IN THE MATTER OF:

CASE NO. _____

Cuyahoga Job and Family Services
Office of Child Support Services

JUDGE _____

PLAINTIFF

vs

REQUEST FOR A COURT HEARING
FOR THE PURPOSE OF
REQUESTING A DEVIATION
FROM AN ADMINISTRATIVE CHILD
SUPPORT ORDER MODIFICATION

DEFENDANT

Now comes the obligor obligee _____, pro se, and acknowledges that on _____, 20__, I received a copy of a Notice of CJFS Support Order Modification Review Finding and Recommendations issued without an administrative hearing on or about _____, 20__. I am requesting a deviation from the order increasing decreasing the current court support obligation. The reasons for this request are more fully explained in the attached Affidavit made of part hereof.

Respectfully submitted,

Signature

Address

City State Zip Code

Telephone Number

IN THE COURT OF COMMON PLEAS
JUVENILE DIVISION
CUYAHOGA COUNTY, OHIO

AFFIDAVIT

I, _____, being duly sworn deposes and states the following:

1. I am the father mother of _____;
2. I am the obligor obligee in Juvenile Court case number _____;
3. I am requesting a deviation in the child support amount determined by CSEA with out an administrative hearing;
4. The CSEA determined that I the obligor must pay child support in the amount of \$_____ per week month for the child. I am requesting that the support amount be reduced increased;

5. The reasons for the requested deviation is as follows : _____

_____.

6. I understand that by making a request for a court hearing, I am giving up my right to an administrative hearing.

Further, Affiant sayeth naught.

Affiant

SWORN TO BEFORE ME and subscribed in my presence this ____ day of _____, 20____.

NOTARY PUBLIC

CERTIFICATE OF SERVICE

I certify that a true copy of the foregoing Motion for a Court Hearing was sent by regular U.S. Mail on the ___day of _____, 20___, to the following parties:

Office of Child Support Services
Cuyahoga County Prosecutor's Office 4th Floor
9300 Quincy Ave
Cleveland, Ohio 44106

Guardian ad litem for

Address

 Father Mother

Address

Other Party

Address

Counsel for:

Address

NAME