

**MEDINA COUNTY COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
JUDGE MARY R. KOVACK**

DOCUMENTS CHECKLIST IN PARENTAGE CASES

PARENTAL RIGHTS (CUSTODY)

Case Designation Form
Administrative Order Establishing Paternity or Acknowledgment Affidavit (if new case)
Complaint to Establish Parental Rights or Motion to Modify Parental Rights
Affidavit of Child Custody Information
Instructions for Service
Filing Fee* or Poverty Affidavit

PARENTING TIME (VISITATION, COMPANIONSHIP)

Case Designation Form
Administrative Order Establishing Paternity or Acknowledgment Affidavit (if new case)
Motion
Affidavit of Child Custody Information
Instructions for Service
Filing Fee* or Poverty Affidavit

ESTABLISH OR MODIFY CHILD SUPPORT

Case Designation Form
Administrative Order Establishing Support (if a new case)
Motion
Instructions for Service
Filing Fee* or Poverty Affidavit
Financial Documents (such as tax returns and pay stubs) - **Bring to hearing**

SHOW CAUSE (CONTEMPT)

Case Designation Form
Motion
Summons and Order to Appear
Instructions for Service
Filing Fee* or Poverty Affidavit

GRANDPARENT POWER OF ATTORNEY OR CARETAKER AFFIDAVIT

Completed packet (can be obtained at Juvenile Court, Civil Office)

* Filing fees are subject to change at the discretion of the Court and/or the State Legislature. Please call the Clerk of Court at 330-764-8299 for the current filing fee.

FILING COURT DOCUMENTS

GENERAL INFORMATION: A filing fee is required for all actions, payable by cash, check, credit card or money order. If you cannot pay the fee, you may fill out a Poverty Affidavit and make arrangements to pay monthly, provided a lawyer who you are paying does not represent you. Filing fees are subject to change at the Court's discretion. Please call the Clerk of Court at 330-764-8299 for information on the current filing fee.

Follow the attached checklist for the action you want to file, and mail or bring in all the listed paperwork. You will receive copies of everything you file. **Incomplete paperwork may mean the matter will not go forward.**

If you have questions and want to speak with somebody at Court, you may call (330) 725-9740 and press 0. Court staff can answer questions, but cannot offer legal advice.

Domestic Relations Court maintains a Legal Resource Center, located in the court on the second floor of the Old Courthouse. The center includes books, forms and computer programs. If you want help with legal procedures, volunteer lawyers are available at the center during scheduled hours. Check the court's website for dates and times at www.medinadomesticrelations.org and choose Community Services from the menu. The staff attorney for the Legal Resource Center can be reached at 330-725-9743.

COMPLAINT/MOTION: If the case has not been filed in this Court before, the person filing is the Plaintiff. Leave the case number blank.

If there is a prior case file in Domestic Relations Court, follow the way it was captioned previously, including the case number.

Check or write in the action you want to file. Write out what you are asking the Court to do clearly in the Explanation. Sign your name and print your address and telephone number.

If the Document Checklist states that you need a copy of an Administrative Order, you should be able to get it from the Child Support Enforcement Agency (CSEA) in the county that issued the order.

INSTRUCTIONS FOR SERVICE: Fill in the other party's name and complete address, including zip code. On the "Papers to Be Served" line, write in the title of all the documents you want sent to the other party. Sign the instructions.

If you receive a Notice of Failure of Service from the Court, you are responsible for filing new instructions. Your case cannot proceed until all parties are served with the documents.

CHILD CUSTODY/PARENT PROCEEDING AFFIDAVIT: **This form must be notarized.** Fill in your own information and as much of the other person's information as you can. You must complete questions 1, 2, 3 and 4 with as much information as possible.

If you answer any of questions 5, 6, 7, 8 or 9 by indicating you have information, you must provide specific information in the space provided on page 3. Include the name of the case, the name of the court that is handling the case and the case number if that information is relevant.

CASE DESIGNATION FORM

Court Case No.: _____

Your Name: _____

Your Address: _____

Social Security No.: _____

Date of Birth: _____

Email address: _____

Your Phone No.: _____

Your Attorney: _____

Name of Other Party: _____

Other Party's Address: _____

Other Party's SSN: _____

Other Party's DOB: _____

Other Party's Email: _____

Other Party's Phone No.: _____

Other Party's Attorney: _____

Is there a Civil Protection Order (CPO) currently in effect? Yes No

Is there a bankruptcy proceeding currently in progress? Yes No

If yes, please identify filing party(ies) & case number: _____

Names/Dates of Birth of Children Born to these parties:

Is there proof of paternity for the children above? Yes No

Signed Birth Certificate: Yes No

DNA Testing Performed: Yes No

If other, please explain and provide documents: _____

If you are NOT a parent, what is your relationship to the parties and children?

Name and address(es) of children's school(s):

Please describe what the current parenting schedule, if any, is like:

Completed by (please print): _____ Date: _____

**IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
MEDINA COUNTY, OHIO**

NAME)	CASE NO.
)	
ADDRESS)	
)	
CITY, STATE, ZIP)	
)	JUDGE MARY R. KOVACK
TELEPHONE)	
Plaintiff/Petitioner-1)	
)	
vs.)	
)	
NAME)	<u>COMPLAINT/MOTION</u>
)	
ADDRESS)	
)	
CITY, STATE, ZIP)	
)	
TELEPHONE)	
Defendant/Petitioner-2)	

Now comes Plaintiff/Petitioner-1 / Defendant/Petitioner-2 / Third-party/Other and hereby respectfully moves the Court for an Order for the following:

<input type="checkbox"/>	<input type="checkbox"/> Establishing / <input type="checkbox"/> modifying legal custodian and/or residential parent for school purposes
	(Must provide completed UCCJEA Child Custody Affidavit)
<input type="checkbox"/>	Modify designation of residential parent for school purposes
<input type="checkbox"/>	<input type="checkbox"/> Establishing / <input type="checkbox"/> modifying parenting time (visitation) and/or companionship schedule
<input type="checkbox"/>	<input type="checkbox"/> Establishing / <input type="checkbox"/> modifying/ <input type="checkbox"/> terminating Shared Parenting Plan
<input type="checkbox"/>	<input type="checkbox"/> Establishing / <input type="checkbox"/> modifying child support
<input type="checkbox"/>	<input type="checkbox"/> Establishing / <input type="checkbox"/> modifying health insurance coverage & allocation of unreimbursed medicals
<input type="checkbox"/>	<input type="checkbox"/> Establishing / <input type="checkbox"/> modifying dependency tax exemption
<input type="checkbox"/>	<input type="checkbox"/> Establishing / <input type="checkbox"/> modifying spousal support
<input type="checkbox"/>	Establishing paternity
<input type="checkbox"/>	Show Cause (contempt) for _____
	(Must provide completed Summons and Order to Appear form)
<input type="checkbox"/>	Other _____

SUMMARY EXPLANATION

(The reason you are filing this motion. The reason why you are asking for the Order.)

NAMES AND BIRTHDATES OF CHILDREN AFFECTED BY THIS MOTION:

Signature

Print Name

**IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
MEDINA COUNTY, OHIO**

Plaintiff)	CASE NO.
)	
vs.)	JUDGE MARY R. KOVACK
)	
Defendant)	<u>INSTRUCTIONS FOR SERVICE</u>

- TYPE OF SERVICE: Certified Mail
(Please check one) Ordinary Mail with Certificate of Mailing
 Sheriff – Personal Service
 Sheriff—Residence Service
 Foreign Sheriff—Personal Service
 County _____ Fee Paid
 Process Service

Name of Party to be Served:

Address for Service:

Papers to be Served [PLEASE BE SPECIFIC]:

SPECIAL INSTRUCTIONS:

Signature

Print Name

**IN THE COURT OF COMMON PLEAS
DOMESTIC RELATIONS DIVISION
MEDINA COUNTY, OHIO**

Plaintiff)	CASE NO.
vs.)	JUDGE MARY R. KOVACK
Defendant)	

By law, an affidavit must be filed and served with the first pleading filed by each party in every parenting (custody/visitation) proceeding in this Court, including Dissolutions, Divorces and Domestic Violence Petitions. Each party has a continuing duty while this case is pending to inform the Court of any parenting proceeding concerning the child(ren) in any other court in this or any other state. **If more space is needed, add additional pages.**

**DECLARATION UNDER UNIFORM CHILD CUSTODY
JURISDICTION AND ENFORCEMENT ACT
UCCJEA PARENT PROCEEDING AFFIDAVIT (R.C. 3127.23)**

Affidavit of _____
(Print Your Name)

Check and complete ALL THAT APPLY:

1. I request that the court not disclose my current address or that of the child(ren). My address is confidential pursuant to R.C. 3127.23(D) and should be placed under seal to protect the health, safety, or liberty of myself and/or the child(ren).
2. Minor child(ren) are subject to this case as follows:

Insert the information requested below for all minor or dependent children of this marriage. You must list the residences for all places where the children have lived for the last **FIVE** years.

a.	Child's Name:		Place of Birth:
	Date of Birth:		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
	<u>Period of Residence</u>	<u>Check if Confidential</u>	<u>Person(s) With Whom Child Lived</u> <small>(name & address)</small>
	to Present	<input type="checkbox"/> Address Confidential?	_____
	_____ to _____	<input type="checkbox"/> Address Confidential?	_____
	_____ to _____	<input type="checkbox"/> Address Confidential?	_____
	_____ to _____	<input type="checkbox"/> Address Confidential?	_____
	_____ to _____	<input type="checkbox"/> Address Confidential?	_____
	_____ to _____	<input type="checkbox"/> Address Confidential?	_____
	_____ to _____	<input type="checkbox"/> Address Confidential?	_____
	_____ to _____	<input type="checkbox"/> Address Confidential?	_____

b.	Child's Name:		Place of Birth:
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Date of Birth:

Sex: Male Female

Check this box if the information requested below would be the same as in subsection 2a and skip to the next question.

<u>Period of Residence</u>	<u>Check if Confidential</u>	<u>Person(s) With Whom Child Lived</u> (name & address)	<u>Relationship</u>
_____ to present	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____

c. Child's Name:

Place of Birth:

Date of Birth:

Sex: Male Female

Check this box if the information requested below would be the same as in subsection 2a and skip to the next question.

<u>Period of Residence</u>	<u>Check if Confidential</u>	<u>Person(s) With Whom Child Lived</u> (name & address)	<u>Relationship</u>
_____ to present	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____
_____ to _____	<input type="checkbox"/> Address Confidential?	_____	_____

IF SPACE IS NEEDED FOR ADDITIONAL CHILDREN, ATTACH A SEPARATE PAGE & CHECK THIS BOX

3. **Participation in custody case(s): (Check only one box.)**

I **HAVE NOT** participated as a party, witness, or in any capacity in any other case, in this or any other state, concerning the custody of, or visitation (parenting time), with any child subject to this case.

I **HAVE** participated as a party, witness, or in any capacity in any other case, in this or any other state, concerning the custody of, or visitation (parenting time), with any child subject to this case. For each case in which you participated, give the following information:

- a. Name of each child: _____
- b. Type of case: _____
- c. Court and State: _____
- d. Date and court order or judgment (if any): _____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CUSTODY CASES, ATTACH A SEPARATE PAGE AND CHECK THIS BOX .

4. **Information about other civil case(s) that could affect this case: (Check only one box.)**

I **HAVE NO INFORMATION** about any other civil cases that could affect the current case, including any cases relating to custody, domestic violence or protection orders, dependency, neglect or abuse allegations or adoptions concerning any child subject to this case.

I **HAVE THE FOLLOWING INFORMATION** concerning other civil cases that could affect the current case, including any cases relating to custody, domestic violence or protection orders, dependency, neglect or abuse allegations or adoptions concerning a child subject to this case. Do not repeat cases already listed in Paragraph 3. Explain:

- a. Name of each child: _____
- b. Type of case: _____
- c. Court and State: _____
- d. Date and court order or judgment (if any): _____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CASES, ATTACH A SEPARATE PAGE & CHECK THIS BOX .

5. **Information about criminal case(s):**

List all of the criminal convictions, including guilty pleas, for you and the members of your household for the following offenses: any criminal offense involving acts that resulted in a child being abused or neglected; any domestic violence offense that is a violation of R.C. 2919.25; any sexually oriented offense as defined in R.C. 2950.01; and any offense involving a victim who was a family or household member at the time of the offense and caused physical harm to the victim during the commission of the offense.

<u>Name</u>	<u>Case Number</u>	<u>Court/State/County</u>	<u>Convicted of What Crime?</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF MORE SPACE IS NEEDED FOR ADDITIONAL CASES, ATTACH A SEPARATE PAGE & CHECK THIS BOX .

6. Persons not a party to this case who has physical custody or claims to have custody or visitation rights to children subject to this case: (Check only one box.)

I DO NOT KNOW OF ANY PERSON(S) not a party to this case who has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this case.

I KNOW THAT THE FOLLOWING NAMED PERSON(S) not a party to this case has/have physical custody or claim(s) to have custody or visitation rights with respect to any child subject to this case.

a. Name/Address of Person _____
 Has physical custody Claims custody rights Claims visitation rights
 Name of each child: _____

b. Name/Address of Person _____
 Has physical custody Claims custody rights Claims visitation rights
 Name of each child: _____

c. Name/Address of Person _____
 Has physical custody Claims custody rights Claims visitation rights
 Name of each child: _____

7. I acknowledge that I have a continuing duty to advise this Court of any custody, visitation, child support, or guardianship proceeding (including dissolution of marriage, child neglect, or dependency) concerning the child(ren) in this state or any other state about which information is obtained during this proceeding.

OATH

(Do Not Sign Until Notary is Present)

I, (print name) _____, swear or affirm that I have read this document and, to the best of my knowledge and belief, the facts and information stated in this document are true, accurate and complete. I understand that if I do not tell the truth, I may be subject to penalties for perjury. I further certify that a copy of this document was mailed faxed and mailed emailed or hand-delivered on the the date and to the person(s) listed below:

 Your Signature

Sworn before me and signed in my presence this _____ day of _____, _____.

 Notary Public
 My Commission Expires:
