INSTRUCTIONS FOR FILING FORM

- You **MUST** complete the forms before you file them. Other than telling you the time and date of the hearing, **the clerk staff will NOT help you in completing the forms.**

- **There is a $200.00 filing fee for the first complaint and a $75.00 for each additional complaint which MUST be paid when submitted.**

- You **WILL NEED** a separate motion for each child.

- **You must bring the completed original packet along with 5 copies to the Clerks Office for processing. When submitting the completed documents, you *must organize the original and all copies in the correct order*. Each packet (original and copies) shall be separated to identify a new packet.**

- A completed Appendix I (Juvenile Court Face Sheet) must be completed and submitted for each child

- If a question does not apply to you type or print NOT APPLICABLE or N/A on the line.

- Incomplete, soiled, damaged, or illegible forms may be rejected. Forms that are incomplete may be rejected.

- Form **MUST** be neatly typed or printed in black ink. Forms filled out in colored ink may be rejected because they can not be adequately scanned. **DO NOT COMPLETE IN PENCIL BECAUSE THEY CAN NOT BE ADEQUATELY SCANNED.**

- Some forms **REQUIRE** a Notary. **DO NOT** sign the forms until you have taken them to a Notary Public to be acknowledged prior to filing. The clerk **WILL NOT** notarize these forms.

- You must attach a legal document which identifies the parent(s) of the child. Acceptable documents include birth certificate, court orders, or administrative findings.

- Legal notice of this action must be served on the parent(s) and custodian of this child.

ATTENDANCE AT THE HEARING

You must attend the initial hearing regarding your request. Do not bring the child to hearing unless ordered to do so by the court.

CHILD SUPPORT

There are no forms enclosed in this packet for child support. If you are awarded custody in your case, you will have a right to collect child support from the non-custodial parents.

If you wish to have the court consider any issues having to do with child support, you must make a specific request. The easiest way to do this is to request the service of the Child Support Enforcement Agency (CSEA) on the eighth floor of the Butler County Government Services Center at 315 High Street, Hamilton, Ohio, after you are granted custody. CSEA can provide you, as the custodian, with assistance in establishing and enforcing child support.