COMPLAINT FOR CUSTODY

INSTRUCTIONS FOR COMPLETING FORMS

Case Number: The Case Number is located on previous orders issued by the court regarding the child. The clerk can help you find the case number if you need assistance

Case Caption: (name of the case): This is the full legal name of the Child that you are requesting you be granted legal custody. The clerk can give you assistance if you cannot find the name of the case.

DOB: Print the child's date of birth.

Now Comes: Print Your first and last name on the form (complainant)

Child now Resides: Print the street number and name where the child currently lives and the child's current school district.

Print Mother's Name and maiden name and/or aliases (if applicable), Address, Zip Code, Telephone Number, Date of Birth, and School District. If you are the mother and you are filing the motion, you may print "Same as the Movant" in this space on the form.

Print Father's Name and aliases (if applicable), Address, Zip Code, Telephone Number, Date of Birth, and School District. If you are the father and you are filing the motion, you may print "Same as the Movant" in this space on the form.

Print Custodian's Name, Address, Zip Code, Telephone Number, Date of Birth, and School District. If the custodian is the mother, you may print "Mother is Custodian" in this space on the form. If the custodian is the father, you may print "Father is Custodian" in this space on the form.

Complainant's Name: Print Complainant's Name, maiden name and alias.

Complainant's relationship: Print your relationship to the child.
Print Complanaint's Name, Address, Zip Code, Telephone Number, Date of Birth, and School District. If the complainant is the mother, you may print "Mother is Complainant" in this space on the form. If the complainant is the father, you may print "Father is Complainant" in this space on the form.

Reasons: Print explanation of reason for filing complaint.

Complainant: Sign your first and last name **in front** of a Notary Public **ONLY**.

Sworn to me and subscribed: This area is to be completed by a Notary Public. **If the complaint is not notarized, it WILL NOT be accepted. b) If the complaint has been notarized more than 30 days before submitting to the Clerk's Office, the packet WILL NOT be accepted. The Clerk's Office DOES NOT notarize these forms.**

Notice of Hearing: This will be completed by a deputy clerk.

- On the line that asks for your **reasons for filing the complaint**, you should print a short explanation of why you are asking for custody of the child. NOTE: If you allege that you are requesting custody due to concerns that legally could be defined as **child neglect or abuse**, this court may **order** that the Butler County Children Services Board conduct an investigation regarding the child and your complaint prior to the issuance of any custody order. **If you believe that the child in question is in danger, you should not use this form and you should immediately contact the Butler County Children Services Board at 513-887-4026 (weekdays), 513-868-0888 (weekends), or at 1-800-325-2685 (toll-free).**