NOTICE

- These forms have been provided to you as a public service by the Butler County Juvenile Court.
- Although you may use these forms and represent yourself in this case, you are cautioned that **if you choose to do so, you are proceeding at your own risk**.
- If you have concerns regarding this case, your legal rights, or your responsibilities, you are advised to consult with a qualified attorney.
- This complaint is to be used when you want the court to issue legal custody of a child and do not currently have a case in Juvenile Court.
- If you are not legally related (related by blood or adoption) to the child you must obtain a home study. You may obtain a home study from any licensed psychologist, psychiatrist, licensed independent social worker.
- Once completed, you must file the Home Study with the clerk at least five days before the hearing date. You must pay any cost associated with the home study.

- ***You must submit a copy of a legal document (acceptable documents include birth certificate, paternity finding, or administrative findings) which identifies the parent(s) of the child.***

DO NOT USE THESE FORMS IF...

1. The child has been involved in a divorce or dissolution case in this county.
2. You are married but separated.
3. **The child has been involved in another custody case in this court.**
4. The child has been involved in a child abuse, child neglect, or dependency case in this court.
5.
   a. Numbers 1 through 3 do not apply AND,
   b. You cannot obtain the consent of both parents to change custody AND,
   c. The child has been involved in a custody case, a divorce case, a dissolution case, a no-fault divorce case, a paternity or parentage case, or an abuse, neglect or dependency case in a court in any other county, nation, or state.

If reason # 1 or 2 applies to your case, you need to file for a change in custody in the Domestic Relations Court of Butler County.

If reasons #3 or #4 apply to your case, you should file a Motion For Court Order, Motion to Modify, Motion for Custody, or a Motion For Contempt in the existing case. There are forms available for this purpose.

If reason # 5 applies to your case, your case is complex. It is strongly advised that you not use these forms and that you seek the advice of an attorney.

FILING FEES EFF: 03-23-2015
Complaint/Motion: $165.00
Service fee: $50.00
Each add'l child: $90.00