

## INSTRUCTIONS

### **COMPLAINT FOR PARENTING TIME**

**WARNING:** These instructions are intended to be a general guide to help you get the forms filled out, filed with the Court and presented properly before the Judge or Magistrate. These instructions are not intended to be a legal analysis of your request or advice as to whether your motion will succeed; rather, they are merely to assist you in preparing and presenting your request.

**If you have any doubt or question as to whether you can use these papers or how to use them, please contact a lawyer!**

**All of the attached forms should be filled out before you go to the Juvenile Courthouse to file them. The Clerk of Courts staff will not help you in completing the forms. They are not permitted to do so. They cannot give you legal advice.**

1. At the top of the COMPLAINT FOR PARENTING TIME form fill in the names and addresses of the Plaintiff/Petitioner and the Defendant/Respondent.
2. In paragraph 1 of the COMPLAINT FOR PARENTING TIME form put your relationship to the child in the first blank. In the second blank, put the child's name. In the third blank put the child's date of birth.
3. In paragraph 2 of the COMPLAINT FOR PARENTING TIME identify the parents of the child by name.
4. In paragraph 3 of the COMPLAINT FOR PARENTING TIME fill in the name of the person with whom the child is living with at the present time and that person's address.
5. In paragraph 5 of the COMPLAINT FOR PARENTING TIME fill in why it is in the best interest of the child that you be granted visitation. If you run out of space, continue your reasons for wanting visitation on a blank sheet of paper and attach it to the Complaint.
6. You also must complete Form JC-1 and Form JC-4 as completely as possible. Where you see the word "Affiant," that means you. Be very careful in completing these forms. You will be swearing under oath before a Notary Public as to the truth of the information you enter on these forms. **Please note: you must sign these forms in the presence of a Notary Public before you bring them back to file them with the Clerk of Court.**

IF YOU LIE ON THESE FORMS OR MISREPRESENT ANY OF THE FACTS OR FAIL TO LIST SOMETHING YOU SHOULD LIST, THE COURT MAY DISMISS YOUR MOTION AND/OR HOLD YOU IN CONTEMPT OF COURT AND SENTENCE YOU TO JAIL AND/OR ORDER YOU TO PAY A FINE AND/OR CHARGE YOU WITH CRIMINAL PERJURY OR FALSIFICATION.

7. After the forms have been completed and notarized, make two (2) copies of every page of each form before you bring them to the Clerk of Court for filing.

8. When you file your paperwork, the Clerk's Office staff will first determine if the forms are completed properly. If they are not completed properly, they will not be accepted for filing and will be returned to you. If they are completed properly, the Deputy Clerk will take the original and the two copies of your papers and the filing fee from you. The Clerk will return one copy of your papers to you with a time and date stamp on them and a receipt for the filing fee. This will be your proof that you filed the originals.

The Clerk of Court will then send a copy of your Complaint and a Summons to the other party notifying them that a Complaint has been filed. You and the other party will receive an Assignment Notice in the mail when your case is scheduled for a **pre-trial conference** (where the parties and the Court discuss the issues and attempt to resolve the dispute) or a **hearing** (also known as a **trial**), where you will be required to present your evidence.

In most cases, the filing fee is \$125.00, plus payment of any court costs you were previously ordered to pay in the case and which have not been paid. That figure can be provided to you by the Deputy Clerk.

9. It will help a great deal if you are prepared on the day of the hearing. You should dress as you would for a job interview. Bring with you any witnesses that you wish to present to the Court on the day of the hearing. At the hearing it will be up to you to properly present your evidence and testimony to the Court.

10. At the hearing, the Judge or Magistrate will want to know the schedule and type of visitation order you believe is in the best interests of the child, and why. At the hearing you will be asked questions. You should respond to the questions directly. Listen to the question and make sure you that you provide the information you are asked for and nothing more. If you do not understand a question or are not sure what you are being asked, simply say so. You have the right to understand a question before you answer it. After the hearing, you will receive a copy of the Court's decision in the mail.

ALLEN COUNTY, OHIO, COURT OF COMMON PLEAS  
JUVENILE DIVISION

IN THE MATTER OF:

\*

CASE NO. \_\_\_\_\_

\*

\*

\*

\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff/Petitioner

\*

VS.

\*

**COMPLAINT FOR PARENTING TIME**

\*

\*

\*

\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Defendant/Respondent

\*

1. I am the \_\_\_\_\_ of the minor child \_\_\_\_\_  
who was born on \_\_\_\_\_.

2. The natural mother/father of the child is \_\_\_\_\_.

3. The minor child is currently residing with \_\_\_\_\_  
at \_\_\_\_\_.

4. The child is not the ward of another court in Ohio.

5. It is in the best interest of the child that I be granted parenting time because:

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WHEREFORE, I hereby request that I be granted parenting time of the above minor child.

Date: \_\_\_\_\_

\_\_\_\_\_  
Plaintiff/Petitioner

\_\_\_\_\_  
(printed name)

IN THE ALLEN COUNTY COURT OF COMMON PLEAS, LIMA, OHIO  
JUVENILE DIVISION

\_\_\_\_\_  
PLAINTIFF,  
VS  
\_\_\_\_\_  
DEFENDANT,

CASE NO.: \_\_\_\_\_  
  
CUSTODY AFFIDAVIT  
(O.R.C. SECTIONS 3127.23 &  
3109.04(L))

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**AFFIANT BEING FIRST DULY SWORN, DEPOSES AND SAYS:**

- 1.) THAT THE NAME AND PRESENT ADDRESS OF EACH CHILD, THE CUSTODY AND VISITATION OF WHICH IS TO BE DETERMINED BY THIS COURT, IS:
  
- 2.) THAT THE ADDRESSES AT WHICH EACH CHILD HAS LIVED WITHIN THE PAST FIVE YEARS PRIOR TO FILING THIS COURT ACTION ARE:
  
- 3.) THAT THE NAMES AND ADDRESSES OF ALL PERSONS WITH WHOM EACH CHILD HAS LIVED WITHIN THE PAST FIVE YEARS PRIOR TO INSTITUTING THIS COURT ACTION, AND THE DATES THEREOF, ARE:
  
- 4.) THAT AFFIANT HAS NOT PARTICIPATED AS A PARTY, WITNESS OR IN ANY OTHER CAPACITY IN ANY OTHER LITIGATION, IN THIS OR ANY OTHER STATE, THAT CONCERNED THE ALLOCATION, BETWEEN THE PARENTS OF THE SAME CHILD, OF PARENTAL RIGHTS AND RESPONSIBILITIES FOR THE CARE OF THE CHILD AND THE DESIGNATION OF THE RESIDENTIAL PARENT AND LEGAL CUSTODIAN OF THE CHLD THAT OTHERWISE CONCERNED THE CUSTODY OF THE SAME CHILD, EXCEPT AS FOLLOWS:

- 5.) THAT AFFIANT HAS NO INFORMATION OR ANY PARENTING PROCEEDING CONCERNING THE CHILD PENDING IN A COURT OF THIS OR ANY OTHER STATE, EXCEPT AS FOLLOWS:
  
- 6.) THAT AFFIANT HAS NO KNOWLEDGE OF ANY PERSON WHO IS NOT A PARTY TO THE PROCEEDING AND HAS PHYSICAL CUSTODY OF THE CHILD OR CLAIMS TO BE A PARENT OF THE CHILD WHO IS DESIGNATED THE RESIDENTIAL PARENT AND LEGAL CUSTODIAN OF THE CHILD OR TO HAVE VISITATION RIGHTS WITH RESPECT TO THE CHILD OR TO BE A PERSON OTHER THAN A PARENT OF THE CHILD WHO HAS CUSTODY OR VISITATION RIGHTS WITH RESPECT TO THE CHILD, EXCEPT AS FOLLOWS:
  
- 7.) THAT AFFIANT HAS NOT PREVIOUSLY BEEN CONVICTED OF NOR PLEADED GUILTY TO ANY CRIMINAL OFFENSE INVOLVING ANY ACT THAT RESULTED IN A CHILD BEING AN ABUSED CHILD OR A NEGLECTED CHILD OR PREVIOUSLY HAS BEEN DETERMINED, IN A CASE IN WHICH A CHILD HAS BEEN ADJUDICATED AN ABUSED CHILD OR A NEGLECTED CHILD, TO BE THE PERPETRATOR OF THE ABUSIVE OR NEGLECTFUL ACT THAT WAS THE BASIS OF THE ADJUDICATION, EXCEPT AS FOLLOWS:
  
- 8.) THAT NEITHER THE AFFIANT NOR ANY MEMBER OF HIS/HER HOUSEHOLD HAS BEEN CONVICTED OF OR PLEADED GUILTY TO A) DOMESTIC VIOLENCE, B) ANY SEXUALLY ORIENTED OFFENSE OR C) ANY OTHER OFFENSE IN WHICH A FAMILY OR HOUSEHOLD MEMBER WAS PHYSICALLY HARMED, EXCEPT AS FOLLOWS:

AFFIANT REALIZES THAT HE/SHE HAS A CONTINUING DUTY TO INFORM THE COURT OF ANY CUSTODY PROCEEDING CONCERNING THE CHILDREN IN THIS OR ANY OTHER STATE OF WHICH AFFIANT OBTAINS INFORMATION DURING THE PENDENCY OF THIS PROCEEDING.

**FURTHER AFFIANT SAYETH NAUGHT.**

\_\_\_\_\_  
AFFIANT

SWORN TO BEFORE ME AND SUBSCRIBED TO IN MY PRESENCE THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF OHIO

IN THE ALLEN COUNTY COMMON PLEAS COURT, JUVENILE DIVISION

CASE NO.: \_\_\_\_\_

\_\_\_\_\_  
(Plaintiff)

V.

\_\_\_\_\_  
(Defendant)

CHILD SUPPORT AFFIDAVIT

OF \_\_\_\_\_

(Name of Affiant)

**EMPLOYMENT & OTHER INCOME** \*

**OTHER INCOME**

AFFIANT'S PLACE(S) OF EMPLOYMENT \_\_\_\_\_

CHILD SUPPORT \_\_\_\_\_

\_\_\_\_\_

ALIMONY \_\_\_\_\_

PAID:  WKLY  BI-WKLY

SOCIAL SECURITY \_\_\_\_\_

MONTHLY  BI-MONTHLY (CHECK ONE)

PUBLIC ASSISTANCE \_\_\_\_\_

OTHER \_\_\_\_\_

NET PAY/PERIOD \_\_\_\_\_

GROSS PAY/PERIOD \_\_\_\_\_

\*Attach supporting documentation, including copies of pay stubs and your most recent U.S. income tax return

**CHILDREN**

Number of Minor Children of Affiant \_\_\_\_\_

Number in Custody of Affiant \_\_\_\_\_

Number in Custody of Another Person \_\_\_\_\_

Child Support Received By This Affiant \_\_\_\_\_

Child Support Paid By This Affiant \_\_\_\_\_

**HEALTH AND INSURANCE**

Is Health Insurance Coverage For The Child Available Through Your Employer?  Yes  No

Are you Providing Health Insurance Coverage For The Child?  Yes  No

Costs To You To Maintain Coverage: \_\_\_\_\_

Medical Problems or Other Special Needs Of The Children: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ASSETS**  
**CURRENT MONETARY ASSETS**

Checking Account \$ \_\_\_\_\_

Savings Account \$ \_\_\_\_\_

Cash on Hand \$ \_\_\_\_\_

**OTHER ASSETS**

**RESIDENCE**

Current Value \$ \_\_\_\_\_

Outstanding Mortgage Debt

\$ \_\_\_\_\_

**MOTOR VEHICLES**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Current Value \$ \_\_\_\_\_ Debt Owed \$ \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Current Value \$ \_\_\_\_\_ Debt Owed \$ \_\_\_\_\_

**MONTHLY EXPENSES**

**ITEM**

**AMOUNT**

Rent/Mortgage \$ \_\_\_\_\_

Heat \$ \_\_\_\_\_

Electric \$ \_\_\_\_\_

Telephone \$ \_\_\_\_\_

Water \$ \_\_\_\_\_

Clothing \$ \_\_\_\_\_

Groceries \$ \_\_\_\_\_

Insurance \$ \_\_\_\_\_

Gasoline \$ \_\_\_\_\_

Medical, Etc. \$ \_\_\_\_\_

Car Payment \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL MONTHLY EXPENSES \$ \_\_\_\_\_

STATE OF OHIO  
COUNTY OF ALLEN

\_\_\_\_\_ being first duly sworn says that the above statements are true.

\_\_\_\_\_  
Signature of Affiant

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



## APPLICATION FOR CHILD SUPPORT SERVICES

**IMPORTANT: THIS FORM MUST BE COMPLETED IN ORDER FOR THE CHILD SUPPORT ENFORCEMENT AGENCY TO PROMPTLY ISSUE WAGE WITHHOLDING ORDERS FOR CHILD SUPPORT/SPOUSAL SUPPORT AND MEDICAL COVERAGE.**

I request child support services from the ALLEN COUNTY CSEA (Child Support Enforcement Agency).  
I understand and agree to the following:

- A. I am a resident of the county in which services are requested and no other Ohio county has jurisdiction over support – OR –I am requesting services from the Ohio county of jurisdiction.
- B. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached rights and responsibility information).
- C. In providing IV-D services, the CSEA and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

The Child Support Enforcement Agency can assist you in providing the following services:

**1. Location of Absent Parents.**

The agency can assist in finding where an absent parent is currently living, in what city, town, or state. The applicant can request 'Location Only Services', if the sole need is to find the whereabouts of the absent parent.

**2. Establishment or Adjustment of Child Support and Medical Support.**

The CSEA can assist you to obtain an order for support if you are separated, have been deserted, or need to establish paternity (fatherhood). The CSEA can also assist you in changing the amount of support orders (adjustment), and to establish a medical support order.

**3. Enforcement of Existing Orders.**

The CSEA can help you collect current and past-due child support.

- A. The Agency can collect past-due support (arrearages) by intercepting a payor's federal and state income tax refunds in some cases.
- B. Withholding of wages and unearned income for the payment of ordered support.
- C. Collection and Disbursement of payments
- D. Interstate Collection

**4. Establishment of Paternity.**

The agency can obtain an order for the establishment of paternity (fatherhood), if you were not married to the father of the child. An absent parent may request paternity services.

**Type(s) of Services(s) Requested:**

All services listed     Location of non-residential parent only     Other (please explain): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

If Applicant is a Minor:

### APPLICANT INFORMATION

Name:		Home Phone #:	
Home Address:		Mailing Address:	
Sex:		Race:	
Social Security #: (in full)		Date of Birth: (in full)	

## APPLICANT EMPLOYER INFORMATION

Employer Name:		Employer Phone # Employer Fax #	
Employer Address:		Is Medical Insurance Available?	

CHILD 1

CHILD 2

CHILD 3

Name:			
Sex:			
Race:			
Social Security #: (in full)			
Date of Birth: (in full)			
Home Address:			
Has Paternity (Fatherhood) been Established?			
Name(s) of Absent Parent(s):			
Is there an Order for Support?			
Is the Child covered by Medical Insurance?			

### PARENT INFORMATION

	PARENT 1	PARENT 2
Name (and alias):		
Address:		
Social Security #: (in full)		
Date of Birth: (in full)		
Sex:		
Race:		
Name and Address of Employer:		
Employer Phone #: Employer Fax #:		
Is Medical Insurance Provided?		