

You must file these added forms if you are filing one of the following actions in the **Adams County Court of Common Pleas Juvenile Division**:

- **COMPLAINT FOR PARENTAGE, ALLOCATION OF PARENTAL RIGHTS, OR PARENTING TIME (parents)**
- **COMPLAINT FOR CUSTODY (Non-parent)**
- **DEFENDING A COMPLAINT FOR PARENTAGE**
- **MOTION FOR CHANGE OF PARENTAL RIGHTS AND RESPONSIBILITIES (custody)**
- **DEFENDING A MOTION FOR CHANGE OF PARENTAL RIGHTS AND RESPONSIBILITIES**

AC-001	Notice of Appearance	Tells the Court your contact information
AC-002	Waiver of Counsel	Tells the Court you will be representing yourself
AC-007	Authorization for Background check	Allows the Court to receive information about your civil and criminal history and other public records
	Background check by the Sheriff's Department	Required for each household member over the age of 18 and give to the Court. FBI and BCI checks must be completed.
AC-202	Child Support Enforcement Account Information Sheet	Provides the CSEA with information
AC-203	Notice of Helping Children Cope with Family Separation Seminar	Information on the required parenting seminar.
AC-204	Helping Children with Family Separation Registration Packet	Registration form for the parenting seminar.
	Certified Copy of the child's birth certificate	The Court will make a copy and return the original to you.

**INSTRUCTIONS:**

- **All forms must either be typed or printed in ink. You must fill out the forms before taking them to the court. The Court staff will not help you complete the forms.**
- **Once you have completed the main packet and these added forms, you will take all the forms (and copies) to the Clerk's office for filing.**

COURT OF COMMON PLEAS,  
ADAMS COUNTY, OHIO

In Re:  ESTATE/ADOPTION OF

\_\_\_\_\_,  
 PLAINTIFF  PETITIONER

VS.

\_\_\_\_\_,  
 DEFENDANT  PETITIONER 2  RESPONDENT

Case No. \_\_\_\_\_

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

NOTICE OF APPEARANCE

This case is in  Juvenile Division  Domestic Relations Division

Civil/Criminal Division  Probate Division

Select One

I am representing myself (*pro se*) and respectfully request notification of all Court orders and Court appearances in this matter. Form AC-002 also required

I am an attorney representing a client

Client/Party Information (Attorneys must provide this information for the client)

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Street Address / Unit Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Email Address

The Attorney listed below has been retained by the party above and respectfully requests notification of all Court orders and Court appearances in this matter.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Supreme Court Number

\_\_\_\_\_  
Street Address / Unit Number

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Office Phone

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Email Address

Please ensure that your writing is legible. The Court will use this information to contact you during your case. Unless otherwise requested, the Clerk will send notices and documents to Attorneys by email.

\_\_\_\_\_  
Attorney/Party Signature

COURT OF COMMON PLEAS,  
ADAMS COUNTY, OHIO

In Re:  ESTATE/ADOPTION OF

\_\_\_\_\_,  
 PLAINTIFF  PETITIONER

VS.

\_\_\_\_\_,  
 DEFENDANT  PETITIONER 2  RESPONDENT

Case No. \_\_\_\_\_

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

WAIVER OF COUNSEL

I am representing myself in the above captioned case and am acting as my own attorney in this matter. Although I may have obtained forms from the court's website or from court personnel, I understand that I have not been given legal advice. I also understand that in representing myself I am required to follow the applicable Ohio Rules of Civil Procedure, Ohio Rules of Evidence, statutory laws and Local Rules of Court. Furthermore, I have not relied on assistance from the court or its personnel in determining what to file or what to present as evidence in my case. I understand that if I am concerned about my rights or responsibilities in this matter, I must seek legal advice from an attorney, not from the court. I understand that any Attorney representing another party does not represent my legal interests.

\_\_\_\_\_  
Party Signature

\_\_\_\_\_  
Party Name PRINTED LEGIBLY

COURT OF COMMON PLEAS, ADAMS COUNTY, OHIO

BRETT M. SPENCER, JUDGE

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

**AUTHORIZATION FOR RELEASE OF INFORMATION**  
**(INFORMATION FOR COURT USE ONLY)**  
**CONFIDENTIAL – NOT A PUBLIC RECORD**

I, \_\_\_\_\_ of \_\_\_\_\_  
(address)

(city)

(state)

(zip)

do hereby authorize: Adams County Common Pleas Court to obtain from Ohio Courts Network (OCN) and any other law enforcement information system and any court system, current and previous residences, civil and criminal history records, driving records, birth records, public records or any criminal justice agency records that I may have in any federal, state, county, and municipal jurisdictions.

Date of Birth	
Social Security Number	
Drivers License Number/State Issued	
A.K.A.	

Signature

Witness

**CHILD SUPPORT ENFORCEMENT  
ACCOUNT INFORMATION SHEET**

Phone: 937-544-5155 Fax: 937-544-5406 Toll-Free: 800-840-5711

In order for Child Support Enforcement to set up a child support and/or medical insurance account, the following information must be completed. For spousal support only and no minor children, do not fill in any information after Defendant/Petitioner telephone number.

JUDGE \_\_\_\_\_ MAGISTRATE \_\_\_\_\_  
DATE: \_\_\_\_\_ CASE NO. \_\_\_\_\_

**PLAINTIFF/PETITIONER:** \_\_\_\_\_  
CURRENT ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_ E MAIL ADDRESS: \_\_\_\_\_  
NAME AND ADDRESS OF EMPLOYER: \_\_\_\_\_  
TELEPHONE NUMBER.: \_\_\_\_\_

**DEFENDANT/PETITIONER:** \_\_\_\_\_  
CURRENT ADDRESS: \_\_\_\_\_  
PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_ BIRTHDATE: \_\_\_\_\_  
SOCIAL SECURITY NUMBER: \_\_\_\_\_ E MAIL ADDRESS: \_\_\_\_\_  
NAME AND ADDRESS OF EMPLOYER: \_\_\_\_\_  
TELEPHONE NUMBER.: \_\_\_\_\_

**MINOR CHILDREN:**

_____	DOB: _____	SSN: _____
_____	DOB: _____	SSN: _____
_____	DOB: _____	SSN: _____
_____	DOB: _____	SSN: _____

**NAME OF PERSON ORDERED TO PROVIDE MEDICAL INSURANCE:** \_\_\_\_\_

INSURANCE COMPANY	CLAIMS SENT TO: (if different)
Name: _____	_____
Address: _____	_____
City/State/Zip: _____	_____
Policy Number: _____	Group Number: _____

Is insurance provided by Non Participating Participant (NPP)? (Example: Step Parent) \_\_ Yes X No  
IF Yes: Name of Party: \_\_\_\_\_  
SS#: \_\_\_\_\_ DOB: \_\_\_\_\_  
Employer Name and Address: \_\_\_\_\_

COURT OF COMMON PLEAS,  
DOMESTIC RELATIONS DIVISION  
ADAMS COUNTY, OHIO

\_\_\_\_\_,  
 PLAINTIFF  PETITIONER 1

VS.

\_\_\_\_\_,  
 DEFENDANT  PETITIONER 2

Case No. \_\_\_\_\_

JUDGE: BRETT M. SPENCER

MAGISTRATE: DAVID M. HUNTER

NOTICE OF HELPING CHILDREN COPE  
WITH FAMILY SEPARATION SEMINAR

TO:  PLAINTIFF  PETITIONER 1  DEFENDANT  PETITIONER 2

\_\_\_\_\_  
Name of Person Ordered to Attend

- In compliance with the Rules of this Court, you are hereby required to attend a Helping Children Cope with Family Separation Seminar on Click or tap to enter a date. at Click or tap here to enter text. Choose an item.
- This seminar is to be held at: Click or tap here to enter text.
- The duration of the seminar is approximately: Click or tap here to enter text.

**Children, significant others, relatives and friends are NOT to attend the seminar.**

Special assistance is available for disabled individuals. Please notify Lifespan Solutions of any special needs. For those individuals not conversant in English, please notify in advance for special instructions.

If you have any further questions, please call: Lifespan Solutions at 513-324-3999 Monday through Friday between 8:00 A.M. and 4:00 P.M.

**YOU MUST BRING THIS NOTICE TO THE SEMINAR.**

# *Helping Children Cope With Family Separation*

*Adams County, Ohio*

## **REGISTRATION PACKET - 2020**

A Cooperative Process: The Adams County Domestic Relations Court, The Adams County Juvenile Court, and Lifespan Solutions, Cincinnati, Ohio

### **Your Decision and its Impact on Your Children**

The decision to permanently separate, divorce, or to make new/significant changes in your children's' custody or family living arrangements usually follows much thought and careful consideration. This program is designed to help you and your children work through difficult transitions related to your divorce or other changes in your family structure and circumstances. Like any other life-changing event, such developments can result in emotional growth or can be a negative experience leaving lasting scars. While you may not have chosen this experience for yourself and your children, you do have a choice in the way you handle it. Family separation can be very difficult and painful, but you and your children can move forward in healthy and positive ways.

### **An Important Message from the Courts**

*"All children are impacted by their parents' divorce or family separation. While some adjust more quickly than others, many suffer the emotional fallout and carry the hurt into their own adult years and relationships. The **Helping Children Cope with Family Separation** program is intended to enable you, the parents, to play an active role in lessening the negative effects and/or trauma imposed upon your children as a consequence of your separation. Therefore, **attendance is mandatory, and a necessary step in scheduling your domestic hearings; and in determining your ongoing status in relation to your children.**"*

Brett Spencer, Judge, Adams County Common Pleas Court  
David M. Hunter, Magistrate, Adams County Juvenile Court

## **Why This Is Important**

As many as fifty percent of all marriages are presently ending in divorce. Many of these couples have one or more children who must cope with the breakup of their home. Approximately one-third of divorced parents remain bitter and conflicted several years following their divorce. Unfortunately, much of this bitterness and emotional pain is often played out in the life and experiences of the children. Other families experience a significant change in visitation, custody, or family structure that impacts the daily lives of their children. The goal of **Helping Children Cope with Family Separation** is to help parents understand that the best gift they can give their children — and themselves — is learning how to co-parent their children in a positive, healthy manner.

**Adams County Meeting Location**  
Second Wednesday of each month  
(unless otherwise noted on attached schedule)  
6:30 pm to 9:00 pm

***The Adams County Service Annex/Adams County Government Center  
Conference Room***

***215 North Cross St  
West Union, Ohio  
(across from the Court House)***

## ***Registration***

**Please complete the attached registration form and *mail* with a money order for \$50.00 (No personal checks) to the address on the form.** Classes are filled in the order to the address on the form. Classes are filled in the order of receipt of the registration form. If the class you have chosen is full, you will be contacted and offered an alternative time. ***Alternate classes are offered in Georgetown, Ohio (Brown County) on the first Monday of each month (630-900pm), unless otherwise noted on the attached schedule, at the Brown County Department of Job and Family Services, 775 Mt. Orab Pike, Georgetown, Ohio 45121.*** Refer to the attached registration for 2020 dates for both Brown County and Adams County.

**A minimum of five registrants are required for the class to meet. If you have registered and class has to be cancelled due to low registration, you will be contacted with invitation to either take the class offered in that month at the other location, or to register for the class meeting in the following month.**

***OTHERWISE YOU WILL NOT RECEIVE A CONFIRMATION***

*Helping Children Cope with Family Separation is, in part, based on the Helping Children Cope with Divorce program developed by Beech Acres, Inc., Cincinnati, Ohio.  
For more information or if you have questions call A. Eugene Smiley at 513-324-3999. If you have to leave a message your call will be returned within 24 hours.*

# Helping Children Cope With Family Separation

Mail with money order for \$50.00 to: Lifespan Solutions,  
7672 Montgomery Rd, #153, Cincinnati, OH 45236

## Registration-2020

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Court Case # \_\_\_\_\_  Brn Cty Court  Adams Cty Court

Email address \_\_\_\_\_

While it is preferred that you take the class when it is offered in the county of your court involvement, your court will honor your attendance in the other county if it is more convenient for you to take it there.

Please check the location and date you plan to attend.

### Adams County

*Adams County Service Annex Conference Room  
215 N. Cross Street, West Union, Ohio  
(Across from the Court House)  
6:30-9:00 pm*

- \_\_\_\_\_ Wednesday January 8, 2020
- \_\_\_\_\_ Wednesday February 12, 2020
- \_\_\_\_\_ Wednesday March 11, 2020
- \_\_\_\_\_ Wednesday April 1, 2020 (*Not Wed 4/8/20*)
- \_\_\_\_\_ Wednesday May 13, 2020
- \_\_\_\_\_ Wednesday June 10, 2020
- \_\_\_\_\_ Wednesday July 8, 2020
- \_\_\_\_\_ Wednesday August 19, 2020 (*Not Wed 8/12/20*)
- \_\_\_\_\_ Wednesday September 16, 2020
- \_\_\_\_\_ Wednesday October 14, 2020
- \_\_\_\_\_ Wednesday November 4, 2020 (*Not Wed 11/11/20*)
- \_\_\_\_\_ Wednesday December 16, 2020 (*Not Wed 12/9/20*)

### Brown County

*Brown County Department of  
Job & Family Services  
775 Mt. Grab Pike, Georgetown, Ohio  
6:30-9:00 pm*

- \_\_\_\_\_ Monday January 6, 2020
  - \_\_\_\_\_ Monday February 3, 2020
  - \_\_\_\_\_ Monday March 2, 2020
  - \_\_\_\_\_ Monday April 6, 2020
  - \_\_\_\_\_ Monday May 4, 2020
  - \_\_\_\_\_ Monday June 1, 2020
  - \_\_\_\_\_ Monday July 6, 2020
  - \_\_\_\_\_ Monday August 3, 2020
  - \_\_\_\_\_ TUESDAY September 7, 2020\*
  - \_\_\_\_\_ Monday October 5, 2020
  - \_\_\_\_\_ Monday Nov 2, 2020
  - \_\_\_\_\_ Monday December 7, 2020
- \*due to Labor Day being Monday

Helping Children Cope with Family Separation is, in part, based on the Helping Children Cope with Divorce program developed by Beech Acres, Inc. Cincinnati, Ohio.

*(This program is for adults only - No child care is provided)*