

You must file these added forms if you are filing a MOTION FOR CHANGE OF PARENTAL RIGHTS AND RESPONSIBILITIES (custody) in the Adams County Court of Common Pleas Domestic Relations Division.

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 Search	Allows the Court to receive information about your civil and criminal history and other public records
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.

***Affidavits must be signed in front of a Notary who will administer an Oath**

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

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_____,
 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)
630-900 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. Orab 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)