# NON-PARENT: COMPLAINT FOR PARENTAGE/CUSTODY

These forms are used for a non-parent to ask the Court to grant you custody when a case has never been filed in Court for this child. If there are multiple children, some courts may require you to file a packet for each child.

If a case has already been filed, you must file the Motion to Intervene Packet.

If you have reached an agreement with the parent(s), you should also print and submit the following forms under the FORMS FOR IF YOU REACH AN AGREEMENT section on the main page of the Domestic Violence & Family section of the website:

- 1. Parenting Plan with parenting time schedule
- 2. Parenting Plan Entry

If the parents of the children are married, these forms should be filed in the Common Pleas Court (Domestic Relations Division); if the parents of the children are not married, these forms should be filed in the Juvenile Court.

\	Complaint for Custody	Tells the Court that you want
		the Court to give you custody
		of the minor children
Uniform Dom. Relations	Parenting Proceeding	Tells the Court where the
Affidavit #3*	Affidavit	children have lived for the
		last five years and the names
		of the adults responsible for
		their care during this five-
		year period. (or since birth if
•		under age 5).
JFS 07076	IVD Application	Application for child support
		services
	Motion and Affidavit* for	Tells the Court you want to
	Temporary Orders	have an Order for custody in
		place while the court case is
		pending.
Uniform Dom. Relations 31/Juv.	Request for Service	Tells the Court where to send
Form 10		copies to the other party.
		*Certified Mail is the normal
		method of service.
OH Sup. Ct. Civil Form 20*	Civil Fee Waiver Affidavit	Tells the Court you cannot
	and Order	afford to pay the filing fee

<sup>\*</sup>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 completely before taking them to the court. The court staff will not help you complete the forms.
- If you did not complete the poverty affidavit, there is a filing fee
- After completing the forms, you must make copies before you file the forms. You will need one copy for each other party and one copy for yourself. The original documents will be filed with the Court.
- Once you file the forms, the Clerk will send you notice of any court dates. Attend all these court dates.
- NOTE: If you move, call the Clerk with your new address.

IN THE	COUNTY COMMON PLEAS COURT
	DIVISION
	COUNTY, OHIO

A Minor	
(name)	Case No.
	JUDGE MAGISTRATE
(address)	
Plaintiff vs.	
	NON-PARENT COMPLAINT FOR
(name)	PARENTAGE AND ALLOCATION OF PARENTAL RIGHTS AND
(address)	RESPONSIBILITIES (CUSTODY)
Defendant	
Now Comes Plaintiff and states as follows:	
1. The Plaintiff is a	of the following children:
Name of Child	Date of Birth

2.	Defendants,	_ (name) and	(name
	are the parents of the following children:		
	Name of Child		ate of Birth
3.	The children have resided in	County, Ohi	o since
	(date).		
4.	A parent-child relationship (paternity) has	been established for the fol	lowing children:
	Name of Child		nte of Birth
5.	A parent-child relationship (paternity) has	not been established for the	e following children:
	Name of Child	Da	ate of Birth

	Name of Child	Date of Birth
***************************************		
□ T	The following children are subject to an existing	g order of parenting or support of another
Cou	rt:	
	Name of Child	Date of Birth
***************************************		
Plair	ntiff requests that the Court: (check all that app	ly)
	Order genetic testing and determine the pare	
	Designate	
		(name) as the parent of the emitation, harmon
	Change the children's name to	
	Correct the children's birth certificates to in	
	Adopt the proposed Parenting Plan which is	attached.
	Designate the residential parent and legal cu	stodian of the children.
	Order reasonable parenting time (companion	nship and visitation).
	Order child support, allocate the income tax should provide health insurance coverage for	

Order the Ohio Department of Health to	prepare a new birth certificate for the children
Other: (specify)	
Re	espectfully submitted,
<del>(</del> Y	our Signature)
Pr	int Name
St	reet Address
Ci	ty, State, Zip
$\overline{\mathrm{T}\epsilon}$	lephone
	mail

	IN THE	COURT OF COMM	ON PLEAS DIVISION COUNTY, OH	10
Plaintiff/Petitioner 1		Case No.		
vs./an	d	Judge Magistrate		
		Magionate		
Defendant/Petitioner 2/Re	spondent			
Instructions: Check local co with any Complaint, Petition or visitation. Each party has concerning the child(ren) in a	or Motion regardir s a continuing dut	ng the allocation of parental ty while this case is pendin	rights and responsibilities, g to inform the Court of a	parenting time, custody, ny parenting proceeding
PA	RENTING PR Affidavit of	OCEEDING AFFIDAV	• • • • • • • • • • • • • • • • • • • •	
ONLY CHECK THE FOLI YOURSELF OR YOUR CH OR IDENTIFYING INFORI REGARDING THE BASIS	IILD(REN) WOU MATION. YOU	JLD BE JEOPARDIZED ACKNOWLEDGE THA	BY THE DISCLOSURE	OF YOUR ADDRESS
jeopardized by the disc	closure of identi	e that my health, safety fying information to my s ve marked the correspor	spouse or the public. T	herefore, I request that
1. (Number):	Minor child(re	n) is/are subject to this	case as follows:	
Insert the information requesidences for all places where				es. You must list the
a. Child's name	Tere the children	Place of birth	Date of birth	Sex M F
Period of residence	Address Confidential	Person child lived with	n (name and address)	Relationship
to present				
to				
to				

Supreme Court of Ohio Uniform Domestic Relations Form – Affidavit 3 PARENTING PROCEEDING AFFIDAVIT Approved under Ohio Civil Rule 84 Amended: September 21, 2020

b. Child's name		Place of birth	Date of birth	Sex M F
Period of residence	Address Confidential	Person child lived wit	h (name and address)	Relationship
to present				
to				
to				
to				
c. Child's name		Place of birth	Date of birth	Sex   M   F
Period of residence	Address Confidential	Person child lived wit	h (name and address)	Relationship
to present				
to				
to				
to				
I HAVE NOT particles the state, concerning the	stody case(s): participated as a ing the custody of pated as a party c custody of or v	(Check only one box) party, witness, or in any of or visitation (parenting witness, or in any capa isitation (parenting time)	capacity in any other ca time), with any child sul city in any other case, in with any child subject to	ase, in this or any other bject to this case. this or any other state o this case.
a. Name of each	child:			

Supreme Court of Ohio Uniform Domestic Relations Form – Affidavit 3 PARENTING PROCEEDING AFFIDAVIT Approved under Ohio Civil Rule 84 Amended: September 21, 2020

	C.	Court and State:			
	d.				
3.	Info	I HAVE NO INFO	ustody case(s): (Check only DRMATION of any cases that nestic violence or protectio erning any child subject to th	at could affect the current case n_orders;_dependency,_negle	e, including any cases relating ect, or abuse allegations; or
		including any ca	ses relating to custody; dor ions; or adoptions concerning	N concerning cases that concerning cases that concerning cases that concerning a child subject to this case, or	orders; dependency, neglect, other than listed in Paragraph
		Name of cook o			
	a.				
	b.				
	c. d.				
	۷.	Bate and court	macror jaagment (n any)		
any c	ffense to the	e involving a victime victime the	who was a family or housel commission of the offense.		offense and caused physical
		NAME	CASE NUMBER	COURT/COUNTY/STATE	CHARGE
5.	Pers	I DO NOT KNOW custody or visita	tion rights with respect to ar	one box) Person(S) not a party to the visitation rights with respect	his case has/have physical
	a.	has physica	-	dy rights	•
	b.	Name/Address has physica	of Person:al custody	dy rights	rights
	C.	Name/Address	of Person:al custody		

6. I understand that I have a continuing duty to advise this Court of any custody, visitation, parenting time, divorce, dissolution of marriage, separation, neglect, abuse, dependency, guardianship, parentage, termination of parental rights, or protection order from domestic violence case concerning the children about whom information is obtained during this case.

### **OATH OR AFFIRMATION**

(Do not sign until Notary Public is present)

I, (print name) Affidavit and, to the best of my knowledge and belief, the faccurate, and complete. I understand that if I do not tell the			
		Your Signature	
STATE OF	)		
	) SS		
COUNTY OF	)		
Ourse to a office of the face was be-		u ·	
Sworn to or affirmed before me by _		thisday of,	
		Signature of Notary Public	
		Printed Name of Notary Public	
		Commission Expiration Date:	
		(Affix seal here)	

<County Name> CSEA <CSEA Address I> <CSEA Address I> <CSEA Address I>

<Applicant Name>
<Applicant Address I>
<Applicant Address 2>
<Applicant City, State, ZIP>

# APPLICATION FOR CHILD SUPPORT SERVICES NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT

IMPORTANT: If you are receiving ADC or Medicaid, do not complete this application because you became eligible for child support services when you signed the ADC/Medicaid application.

I, \_\_\_\_\_, request child support services from the \_\_\_\_\_ 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. The only fee that can be charged for services is a one dollar application fee. Some counties pay this fee for the applicants.
- C. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached rights and responsibility information).
- D. 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.

# 4. Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.

The agency can collect past-due support (arrearages) by intercepting a payor's federal and state income tax refunds in some cases.

# 5. Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.

The agency can help you get payroll deductions for current and past-due child support and can intercept unemployment compensation to collect child support.

#### 6. 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.

# 7. Collection and Disbursement of Payments.

The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Past-due support collected will be paid to you until all of the past-due support you are owed is paid.

# 8. Interstate Collection of Child Support.

The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.

JFS 07076 (Rev. 12/2001) Page 1 of 4

# APPLICANT INFORMATION

Name:			Date of Birth:	
Home Address:			Mailing Address:	
Home Phone #:				
Social Security #:			Sex:	
Race:			☐ Single	☐ Married
Relationship to Children:			☐ Divorced	☐ Separated
Military Service			Ever been on	
(Branch, Dates):			Public Assistance?	
		<del></del>	(When and Where)	
	EMPLOY	er inforn	AATION	
Employer Name:			Employer Phone #:	
Employer			Is Medical	
Address:			Insurance Available?	
	CHILD I		CHILD 2	CHILD 3
Name:				
Sex:				
Race:				
Social Security #:				
Date of Birth:				
Home Address:				

Location of Birth: (Country, State, City)			
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	0.4.0.777.777.0
Name (and alias):	PARENT I	PARENT 2	PARENT 3
Home Address:			
Mailing Address:			
Social Security #:			
Date of Birth:	1		
Location of Birth (Country, State, City):			
Race:			
Sex:			
Height / Weight:			
Hair / Eye Color:	0.000		
Identifying Marks (Tattoos, scars, etc.):			
Names of Children:			
Name and Address of Employer:			

Employer Phone #:					
Medical Insurance Provided?					
Support Order #:					
Date of Support Order:					
Amount of Support:	\$	\$	\$		
Order Frequency:	Per	Per	Per		
Location where Order was issued:					
Military Service (Branch, Dates):					
Ever Incarcerated? (Location, Dates):					
Arrest Record (Location, Dates):					
Name, Address Current Spouse:					
Father's Name:					
Mother's Name (Maiden):					
Ever been on Public Assistance? (Location, Dates) Type(s) of Service(s) Rec	mested.				
All services					
	absent parent only				
Other (pleas					
I understand that the Child Support Agency within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (IV-D Services).					
Signature of Applicant:		I	Date:		

IN THE	CO	OUNTY COMMON PLEAS COURT DIVISION
-	COUN	NTY, OHIO
IN THE MATTER OF:		
A Minor		-
		Case No.
(name)		
Plaintiff vs.		JUDGEMAGISTRATE
(name)		MOTION FOR TEMPORARY CUSTODY PENDING HEARING
,		COSTODI TENDING HEAMING
Defendant		
(you	r name) moves	s this Court for temporary custody of the following
minor children:		
Name of	f Child	Date of Birth
***************************************		
subject to	's rigl	ht to reasonable visitation pending hearing because
it is in the best interest of the m	inor children.	See attached affidavit.
		Respectfully submitted,
		(Your Signature)

Print Name
Street Address
City, State, Zip
Telephone
E-mail

	IN THE	COUNTY COMMON DIVISION	
		COUNTY, OHIO	1
IN THE M	ATTER OF:		
A Minor			
		Case No	
(name)		JUDGE	
Pla vs.	nintiff	MAGISTRATE	
(name)			N SUPPORT OF MOTION LARY CUSTODY
De	fendant		
Ι,		, being first duly ca	utioned and sworn, depose and
state:			
1			
	iant Sayeth naught:		
	, ,		
			(signature)
Swc 20	orn to and subscribed in	n my presence this day	of

NOTARY PUBLIC

# IN THE COURT OF COMMON PLEAS DIVISION COUNTY, OHIO IN THE MATTER OF: A Minor Case No. Name Street Address Magistrate City, State and Zip Code Plaintiff/Petitioner 1 vs./and Name Street Address

Defendant/Petitioner 2/Respondent

City, State and Zip Code

TO THE CLERK OF COURT:

WARNING: This form is not a substitute for the benefit of the advice of legal counsel. It is highly recommended that you consult an attorney.

<u>Instructions</u>: This form is used when you want to request documents to be served on the other party. You must indicate the requested method of service by marking the appropriate box. The Court may require additional forms to accompany this document. You must check the requirements of the county in which you file. **YOU MUST UPDATE THE CLERK OF COURTS IF ANY OF THE ABOVE CONTACT INFORMATION CHANGES.** 

#### REQUEST FOR SERVICE

Please serve the following documents: (check all that apply)

Complaint for Divorce with Children

Supreme Court of Ohio
Uniform Domestic Relations Form 31
Uniform Juvenile Form 10
REQUEST FOR SERVICE
Approved under Ohio Civil Rule 84 and Ohio Juvenile Rule 46
Amended: September 21, 2020

	Expenses  Motion for Contempt and Affidavit  Separation Agreement  Parenting Plan  Shared Parenting Plan  Affidavit of Income and Expenses  Affidavit of Property  Parenting Proceeding Affidavit  Health Insurance Affidavit  Explanation of Health Care Bills  Agreed Judgment Entry	for Temporary Orders d Responsibilities (Custody)
Please	serve the following parties with the above mark	ked documents:
	Defendant/Petitioner 2/Respondent at	(address) by:
		County, Ohio for Personal or Residence service
	Plaintiff/Petitioner 1 at	
	☐ Certified Mail, Return Receipt Requested ☐ Issuance to Sheriff of ☐ Other: (specify)	(address) by:County, Ohio for  Personal or Residence service
		County Child Support Enforcement Agency at(address) by:
	☐ Certified Mail, Return Receipt Requested ☐ Issuance to Sheriff of ☐ Other: (specify)	

Supreme Court of Ohio
Uniform Domestic Relations Form 31
Uniform Juvenile Form 10
REQUEST FOR SERVICE
Approved under Ohio Civil Rule 84 and Ohio Juvenile Rule 46
Amended: September 21, 2020

	Other	at
		(address) by:
	<ul><li>☐ Certified Mail, Return Receipt Requested</li><li>☐ Issuance to Sheriff of</li><li>☐ Other: (specify)</li></ul>	County, Ohio for Personal or Residence service
SPE	CIAL INSTRUCTIONS TO SHERIFF:	
		Attorney or Self Represented Party Signature
		Printed Name
		Address
		City, State, Zip
		Phone Number
		Fax Number
		E-mail
		Supreme Court Reg No. (if any)

# FORM 20. CIVIL FEE WAIVER AFFIDAVIT AND ORDER

	IN			
		) C	ASE NO.	
I	Plaintiff,	) ) )	JDGE	
vs.				SCLOSURE / FEE-
I	Defendant.		AIVER AFFID ND ORDER	PAVII
is an indigent litigan	t and be granted a waint submits the following	iver of the prepa ig information in	yment of costs of support of said	rt determine that the Applicant or fees in the above captioned request.
Applicant's First Nan		ersonal Informat Applic	ion cant's Last Name	
Applicant's Date of E	Birth	Last 4	Digits of Applica	nt's SSN
Applicant's Address				
	Other	Persons Living in	ı Your Househole	d
First Name	Last Name		person a child	Relationship (Spouse or Child)
		□ Yes	□ No	
		□ Yes	□ No	
		□ Yes	□ No	
		Public Benefit		
	ng public benefits and my e federal poverty guidelir		icluding the cash	benefits marked below, does not
Place an "X" next to	any benefits you receive.			
Ohio Works First <sup>1</sup> : _	SSI <sup>2</sup> : Medicaid	1 <sup>3</sup> : Veterans	Pension Benefit <sup>4</sup> :	SNAP / Food Stamps <sup>5</sup> :
		Monthly Incon	ie	
I am NOT able to acc	cess my spouse's income	<del></del>		
	A		Spouse (If Living n Household)	Total Monthly Income

Gross Monthly Employment Ir including Self-Employment Inc (Before Taxes)  Unemployment, Worker's Con						
(Before Taxes)						
<del></del>	come					
Unemployment, Worker's Con		\$		\$	\$	
Spousal Support (If Receiving)		\$		\$	\$	
		TOTAL	L MO	NTHLY INCOME	\$	
		Liqui				
Type of Asset			+	mated Value		
Cash on Hand			\$			
Available Cash in Checking, S	avings, Mone	y Market	•			
Accounts Stocks, Bonds, CDs			\$			
Other Liquid Assets			\$	.=.		
Other Elquid 1199013	Total Lig	uid Assets				
		Monthly		enses		
Column A					Column B	
Type of Expense	Amou	ınt		ype of Expense		Amount
Rent / Mortgage / Property Tax	/			nsurance (Medical, D	ental,	<b>C</b>
Insurance Food / Paper Products/Cleanin	\$			auto, etc.) Child or Spousal Supp	ort that	\$
Products/Toiletries	\$			ama or Spousar Supp 'ou Pay	Mit tilat	\$
			N	Medical / Dental Expen		
Utilities (Heat, Gas, Electric,			Associated Costs of Caring for a		Φ.	
Water / Sewer, Trash)	\$		Sick or Disabled Family Member		\$	
Transportation / Gas Phone	\$   \$		Credit Card, Other Loans Taxes Withheld or Owed		\$	
Child Care	\$ \$			Other (e.g. garnishments)		\$
Total Column A Expenses \$				Total Column B I		\$ \$
		EXPENSE:	S (Col	umn A + Column B)	DAPCIISCS	
I,(Print Name) this financial disclosure form or fees in this case.	is true to th		ny kno			•
			Signa	ature		
NOTARY PUBLIC:	ed in my pre	sence this		day of		, 20
Sworn to before me and signe in C	ounty, Ohio.	•				
Sworn to before me and signe	ounty, Ohio	•		Notary Public (S	ignature)	

# **ORDER**

	indigent litigant and <b>GRANTS</b> a waiver of the prepayment of cost to R.C. 2323.311(B)(3), upon the filing of a civil action or proceed under division (B)(1) of this section, the clerk of the court shall according for filing.	s or fees in this matter. Pursuant ing and the affidavit of indigency
	Upon the request of the Applicant and the Court's review, the Couran indigent litigant and <b>DENIES</b> a waiver of the prepayment of co Applicant is granted thirty (30) days from the issuance of this Order deposit or security. Failure to do so within the time allotted may refiling.	sts or fees in this matter. er to make the required advance
IT :	IS SO ORDERED	
Jud	ge / Magistrate	Date

[Effective: April 15, 2020.]

#### **APPENDIX**

#### 2020 FEDERAL POVERTY LIMIT (FPL)

Persons in family/household	100% Poverty	100% Poverty Monthly Gross Income	187.5% Poverty	187.5% Poverty Monthly Gross Income
y we	\$12,760	\$1,063.33	\$23,925	\$1,993.74
2	\$17,240	\$1,436.67	\$32,325	\$2,693.75
3	\$21,720	\$1,810	\$40,725	\$3,393.75
4	\$26,200	\$2,183.33	\$49,125	\$4,093.75
5	\$30.680	\$2,556.67	\$57,525	\$4,793.75
6	\$35,160	\$2,930	\$65,925	\$5,493.75
7	\$39,640	\$3,303.33	\$74,325	\$6,193.75
8	\$44,120	\$3,676.67	\$82,725	\$6,893.75

R.C. 2323.311(B)

(4) A judge or magistrate of the court shall review the affidavit of indigency as filed pursuant to division (B)(2) of this section and shall approve or deny the applicant's application to qualify as an indigent litigant. The judge or magistrate shall approve the application if the applicant's gross income does not exceed one hundred eighty-seven and five-tenths per cent of the federal poverty guidelines as determined by the United States department of health and human services for the state of Ohio and the applicant's monthly expenses are equal to or in excess of the applicant's liquid assets as specified in division (C)(2) of section 120-1-03 of the Administrative Code, as amended, or a substantially similar provision. If the application is approved, the clerk shall waive the advance deposit or security and the court shall proceed with the civil action or proceeding. If the application is denied, the clerk shall retain the filing of the action or proceeding, and the court shall issue an order granting the applicant whose application is denied thirty days to make the required advance deposit or security, prior to any dismissal or other action on the filing of the civil action or proceeding.

(6) Nothing in this section shall prevent a court from approving or affirming an application to qualify as an indigent litigant for an applicant whose gross income exceeds one hundred eighty-seven and five-tenths per cent of the federal poverty guidelines as determined by the United States department of health and human services for the state of Ohio, or whose liquid assets equal or exceed the applicant's monthly expenses as specified in division (C)(2) of section 120-1-03 of the Administrative Code, as amended, or a substantially similar provision.

<sup>&</sup>lt;sup>1</sup>Ohio Works First Income Limit: 50% FPL (R.C. 5107.10(D)(1)(a))

<sup>&</sup>lt;sup>2</sup>SSI Income Limit: cannot have countable income that exceeds the Federal Benefit Rate (FBR). 2019 FBR: \$771 monthly for single disabled individual; \$1157 monthly for disabled couple (20 CFR 416.1100)

<sup>&</sup>lt;sup>3</sup>Medicaid Income Limit:

Modified Adjusted Gross Income (MAGI):138% FPL (OAC 5160:1-4-01; 42 USC 1396a(a)(10)(A)(i)(VIII)) Aged, Blind or Disabled: \$791 for single person; \$1177 for disabled couple

<sup>&</sup>lt;sup>4</sup>Veterans Pension Benefit Income Limit: \$13,535 annually / \$1,127 monthly for a single person; \$17,724 annually / \$1,477 monthly for a veteran with one dependent

<sup>&</sup>lt;sup>5</sup>Supplemental Nutrition Assistance Program (SNAP) Income Limit: 130% FPL for assistance groups with nondisabled/nonelderly member; 165% FPL for elderly and disabled assistance groups (OAC 5101:4-4-11; Food Assistance Change Transmittal No. 61)